May 19, 2003

REQUEST FOR PROPOSAL NO. 03-049

EASTERN GATEWAY FREEWAY CORRIDOR IMPROVEMENT STUDY

The Southern California Association of Governments (SCAG) is soliciting proposals in response to Request for Proposal (RFP) No. 03-049, Eastern Gateway Freeway Corridor Improvement Study. The RFP is comprised of the following eight parts presented herein as attachments:

1. Scope of Work
2. Proposal Information, Organization, and Content
3. Proposal Evaluation Form
4. Interview Evaluation Form
5. Contract Budget Explanatory Information
6. Debarment and Suspension Certification
7. SCAG Conflict of Interest Form
8. SCAG Vendor/Consultant Application

Firms wishing to respond to RFP No. 03-049 should submit their proposal to the attention of Anthony M. Piunno, Jr., Senior Contracts Administrator, by 3:00 PM (Pacific) on June 26, 2003 at the address that follows:

Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017

A pre-bid conference will be held at SCAG on Wednesday, May 28, 2003 at 2:00 p.m. All prospective bidders are encouraged to attend the pre-proposal conference.

Your proposal must be received at SCAG by the deadline specified above. We will not accept late submittals. We also will not accept faxed or electronically sent proposals. Any proposal received after the deadline will be returned to the consultant/vendor without further consideration.

Respondents should fully address all components of this RFP and be especially mindful of the following stipulations:

- SCAG reserves the right to disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP.

- Proposals must include a line item budget in the format and detail shown in Attachment 5. A similar detailed budget is required of each subcontractor whose portion of the work is $25,000 or more.

- Any proposal exceeding the budget specified in this RFP will not be accepted.

- **Funding for this project is contingent upon availability of funds at the time of contract award.**

- SCAG does not reimburse respondents for the cost of proposal preparation, even in the event of RFP cancellation.

- Proposals must be printed/copied on recycled paper that has at least 20% post-consumer material. Three (3) ring binders will not be accepted, however, spiral or comb binding will be allowed.

- The Debarment and Suspension Certification must be fully completed by all parties to the proposal (prime and all subcontractors).

- The SCAG Conflict of Interest Form must be fully completed by any parties to the proposal whose portion of the overall work is valued at $25,000 or more. All persons or firms seeking contracts valued at $25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at $25,000 or more.

- The three references that are required in Attachment 2 should not include any SCAG staff.

- Disadvantaged Business Enterprises (DBEs), as defined in Title 49, Part 26 of the Code of Federal Regulations, are strongly encouraged to apply.

- All offerors should ensure that they have completed and submitted a SCAG Vendor/Consultant Application, which has been provided as Attachment 8 of this proposal. Applications can also be obtained on-line at www.scag.ca.gov, under "News and Announcements." The application is mandatory for all primes, but optional for subcontractors. Please be advised that if you received a postcard notification for this RFP, you are on our pre-qualified vendor's list and do not need to fill out an application.

The maximum period of performance for this contract is 36 months, which is subject to available funding and satisfactory performance. Cost proposals should be prepared for the entire 36-month period, but broken out into three 12-month increments.

If you have any technical questions regarding the Scope of Work, please contact Mark Griffin at (213) 236-1906 or griffin@scag.ca.gov. Administrative questions should be directed either to Anthony M. Piunno, Jr. at (213) 236-1887 or Sam Mehta at (213) 236-1813.

Sincerely,

Karen L. Tachiki
Chief Counsel/Director of Legal Services

Attachment 1

SCOPE OF WORK

Eastern Gateway Freeway Corridor Improvement Study

SCOPE OF WORK

I. BACKGROUND AND OVERVIEW

A comprehensive, multi-modal corridor study will be undertaken for a nationally significant goods movement corridor that generally extends from the Ports of Los Angeles and Long Beach, through Los Angeles and San Bernardino Counties, to the junction of the State Route 60/Interstate 10 (SR 60/I-10) Freeway Interchange in Riverside County. The primary transportation facilities comprising this study include SR 60, I-10, Interstate 210/State Route 210 (I-210/SR 210, formerly State Route 30); the combined capacity provided by these east-west freeways and other major supporting facilities/services in this area is loosely defined in this Study as the "Eastern Gateway Freeway Corridor". Furthermore, major north-south facilities transecting east-west alignments will be evaluated as part of the overall system for moving people and goods in this Corridor.

The study area ranges from high-density residential, commercial, and industrial land uses at the western terminus in the Interstate 710 (I-710) area to sections of lower density suburban and rural land uses towards the eastern terminus, with intense trip generators throughout the corridor. The transportation system being evaluated in this study is heavily used by trucks engaged in inter and intra-regional goods movement, serving both port and domestic traffic. The Los Angeles/Long Beach ports being served by the transportation infrastructure are a major "gateway" for the growing Pacific Rim trade. The Eastern Gateway of the Los Angeles Region represents one of the highest volume truck and rail goods movement corridors in the United States. This corridor is of major importance in the distribution of economic goods and in facilitating international trade. As such, although the recommended improvement and initiatives resulting from this study are expected to benefit the movement of both people and goods, the movement of goods will be of particular importance within this corridor.

The Eastern Gateway Freeway Corridor Improvement Study (Corridor Study) will evaluate transportation system performance (e.g., freeways, arterials, bus and rail, goods movement, etc.) within the overall corridor area. A system level analysis of the Study Area will be performed, and a strategic route will be identified that is most significant for goods movement activities. Transportation needs along this strategic route within the corridor will be identified and a "Preferred Strategy" will be developed, consisting of a comprehensive series of short-, mid-, and long-range multi-modal projects. One or more documents will be prepared for project development along the designated strategic route based upon results of the Preferred Strategy.

The Corridor Study will seek inter-modal, multi-modal transportation solutions to optimize mobility and reduce vehicle emissions through an interdependent and integrated process. It will involve

establishing a close partnership among federal, state, regional, and local agencies and other stakeholders to seek integrated transportation solutions, through a consensus process, that enhance public safety, environmental resources, and quality of life.

The exact geographic extent of the corridor will be defined upon commencement of the Corridor Study, but will include an evaluation of key highway, bus and rail facilities proximate to the freeway identified as the most critical in terms of goods movement activities. The multi-modal study will also evaluate potential Transportation System Management (TSM), Intelligent Transportation Systems (ITS), and Transportation Demand Management (TDM) strategies for more efficient movement of traffic through the corridor. The specific transportation issues evaluated and the level of analysis performed will fulfill requirements of the current federal transportation program, the Transportation Equity Act for the 21st Century (TEA-21), Section 1308, Major Investment Study (MIS) Integration. The Corridor Study will be consistent with the format and procedures defined by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) for a MIS (see **Attachment 1**).

There are a number of important transportation planning and implementation activities underway or recently completed within the study corridor. These activities are wide ranging in both the geographic area of coverage and in their modal emphasis. A goal of the Eastern Gateway Freeway Corridor Improvement Study will build on these efforts, and will provide an overarching framework for how California Department of Transportation (Caltrans), the California Highway Patrol, and other responsible agencies can most effectively manage the movement of people and goods within the corridor area. Some of the related projects and studies are listed in **Attachment 2**.

It is important to note that the Southern California Association of Governments' (SCAG's) 2001 Regional Transportation Plan (RTP) identifies a major investment along the SR 60 corridor within the constrained portion of the adopted RTP. An exclusive truck lane project, extending from I-710 to I-15, is listed and scheduled for completion by the year 2010, with an estimated cost of $4.3 billion. This project is a key component in our region's ability to comply with the US Environmental Protection Agency's Air Quality Conformity requirements and, as such, will be an integral part of the corridor analysis performed.

The attention given to various aspects of this corridor indicate its importance to the region. It is the major gateway for rail and truck transportation to and from the ports and the greater Los Angeles area. Yet there has not been a comprehensive effort to develop an overall strategy for how to manage traffic in this corridor, and to promote the optimum use of the corridor through transit, Transportation Demand Management (TDM), Transportation System Management (TSM), Intelligent Transportation System (ITS), and infrastructure improvements. This effort will help to build on these prior and current activities through a partnership of the Southern California Association of Governments (SCAG), two Caltrans districts, four transportation commissions, three councils of governments, and numerous local agencies. Caltrans will be the Project Manager for this Study and SCAG will be the Contract Manager. Other key agencies, such as the San Bernardino Associated Governments (SANBAG) and Riverside County Transportation Commission (RCTC) will be part of a Project Management Team (PMT) to assist the Project and Contract managers in resolving day-to-day issues with the consultant team.

II. GOALS

The goals of the Corridor Study, defined in phases, are as follows:

(1) Phase 1 - To conduct a system level analysis of transportation facilities, services, programs, and policies within the overall Study Area, and identify a "strategic route" within the Study Area for enhancing goods movement related activities based on the system analysis,
(2) Phase 2 - Perform a comprehensive, multimodal corridor analysis that leads to a "Locally Preferred Strategy" consisting of near-, mid-, and long-range multi-modal transportation improvements for the strategic route identified in Phase 1,
(3) Phase 3 - Prepare one or more project development documents for elements of the Locally Preferred Strategy considered to be of the highest priority along the identified strategic route, based on a consensus process among stakeholders and the needs of the region. Recognizing the importance of goods movement and also the need to meet regional Air Quality Conformity requirements, the project development document(s) will most likely focus upon improvements to regional goods movements through the corridor.

Consultants should identify costs separately in their proposals for the three phases of the Corridor Study.

It is estimated that a Preferred Strategy can be identified within one and a half years and that the project development documentation will be completed in approximately one and a half years, for a total timeframe of three (3) years for completion of this study. The tasks requested in this scope of work and time period anticipated for the Corridor Study are subject to change, depending upon funding availability as the study progresses.

The system analysis will involve developing a set of management strategies and recommendations for optimizing traffic flow throughout the Eastern Gateway Freeway Corridor Study Area. Results of this analysis will also include a recommendation for a specific pathway within the Study Area for further, more detailed multi-modal corridor analysis. The pathway will be the freeway, or combination of freeways, that is most significant for movement of goods. The remainder of the Study will focus upon evaluating this pathway, identifying a Preferred Strategy, and developing one or more initial documents for project development.

III. OBJECTIVES AND STRATEGIES

The Corridor Study will evaluate a full range of multi-modal and inter-modal transportation strategies that effectively address system performance, safety, environmental, and community issues associated with project implementation, and will specifically accomplish the following objectives:

A. Improve Level of Service (LOS), e.g., increase average speeds, reduce congestion along the freeway and adjacent surface streets, and reduce peak period delay
B. Improve goods movement throughout the corridor
C. Improve air quality by reducing air pollution resulting from traffic congestion along the corridor, especially carbon monoxide (CO) and particulates (PM10), with particular

regard to sensitive receptors such as residential areas, schools, hospitals and eldercare facilities

D. Reduce commuter traffic in residential neighborhoods
E. Identify funding programs for financing transportation improvements

Study strategies are as follows:

A. Address Inter-modal and multi-modal issues in order to improve mobility and access needs throughout the corridor
B. Develop a comprehensive program of capital-intensive, major transportation improvements, as well as operational improvements and technology-related enhancements to the transportation system
C. Develop cost-effective strategies to be implemented in the near future, as well as medium-and long-term programs, policies and projects necessary for achieving significant, sustaining results.

IV. DUTIES OF THE CONSULTANT

The consultant shall perform technical services identified in tasks listed in this Scope of Work to achieve the objectives and strategies defined for this study. Key tasks identified in the scope are briefly summarized and listed below.

A. At a system level, identify and analyze existing and future baseline performance of the transportation system within the Eastern Gateway Freeway Corridor Study Area, e.g., identify current and projected mobility and air quality problems and issues associated with freeway operations, overall circulation of streets and highways, rail and bus transit, and goods movement. Baseline analysis and calibration of existing conditions, and travel demand forecast should be performed as part of this effort. The "Purpose and Need" and "System Performance" will be among the key products of this baseline system analysis. An emphasis of the system analysis will be to identify a "strategic route" for studying in further detail. The key criterion for defining this pathway will be its significance in regional goods movement activities.

B. Throughout the planning portion of the Study, perform an analysis for "filtering" and focusing in on what will eventually lead to the Preferred Strategy for the "strategic route". This analysis will involve evaluation of constraints and opportunities associated with alternative improvement strategies, such as, community needs and concerns, environmental impacts, political issues, right-of-way requirements, and economic issues.

C. For the multi-modal analysis to be performed on the "strategic route", prepare a Preliminary Environmental Analysis Report (PEAR), which provides the initial environmental evaluation of viable strategies. An important element of the PEAR will be the evaluation of potential environmental justice issues. It will identify environmental

constraints that may affect design and estimate the scope, schedule, and costs associated with completing environmental compliance.

D. Prepare a "Corridor Analysis Report" describing the entire process of evaluating improvements for relieving traffic congestion along a strategic route, which lead to the recommended "Locally Preferred Strategy". The Preferred Strategy will include a wide range of near-, mid-, and long-range multi-modal projects for the strategic route, such as improving freeway mainline and interchanges, major parallel and intersecting highways, light rail and commuter rail transit service, bus routes and service, and rail freight movement through the corridor. Opportunities to improve regional goods movement will be a critical element of each improvement identified.

E. As part of the "Corridor Analysis Report", prepare a cost estimate, and evaluate the financial feasibility of the Preferred Strategy, focusing specifically on the user-based revenue potential associated with any proposed capital improvements. Innovative financing, public/private partnering, private concessions, and other alternative financial structures and regulatory environments should be considered in this evaluation.

F. Identify costs and other factors associated with preparing project development documents for the projects identified within the Preferred Strategy.

G. Prepare one or more project development documents for selected projects, which are most likely to be projects that improve goods movement and reduce vehicle emissions **(approximately one-third or more of the Corridor Study budget is anticipated to be focused on preparing programming documentation).**

H. Develop and implement an extensive community outreach program.

I. Coordinate with affected jurisdictions and with all other relevant studies/projects as appropriate to ensure that analyses and results are complementary. Particular emphasis shall be on coordinating with other work relating to major transportation improvements, transit, and local circulation within the Study area; the Study results shall be complementary and compatible with these other studies/projects.

Task 1 - Mobilization, Project Management, Administration (Phase 1)

The consultant shall describe how they intend to manage and administer the Corridor Study. **Attachment 3** provides a list of many standard requirements for consultants performing this type of work for the State.

Within 30 days after Contract award, the consultant shall submit a Draft **Project Management Plan** (The Plan) that addresses all three phases of the Corridor Study for review, which will address at least the following topics and prescribed products:

A. **Schedule** – The consultant shall prepare a study schedule showing the critical path and appropriate milestones for all three phases of the Corridor Study. The detailed schedule shall identify a reasonable timeframe (e.g., 30 days) for various agencies to review all submittals. The schedule shall be submitted to a Project Management Team (PMT) composed of key sponsoring agencies (to be determined prior to initiation of the Study)

within thirty (30) days after award of Contract. Any changes to the project schedule must be approved.

An updated schedule shall be provided in hard copy and also electronically, with each monthly progress report and invoice, which compares the current schedule of activities with the master schedule. A written explanation shall be provided for all tasks that are behind schedule.

B. **Comprehensive Quality Control and Assurance Program –** The consultant and sub-consultants shall implement and maintain quality control procedures. All work will be checked and crosschecked and all deliverables will be reviewed and approved by consultant project manager or deputy project manager prior to submission.

The Plan shall establish a process whereby all preliminary, review and draft reports, calculations and plans are checked for quality, completeness and readability before submittal and all job-related correspondence and memoranda are routed and received by affected persons and then bound in appropriate job files.

C. **Project Administration –** Budget administration and preparation of invoices shall be in accordance with Caltrans and SCAG requirements. Detailed invoices shall be submitted for all work performed by the consultant and all sub-consultants. A dedicated Project Administrator shall be assigned to the study to ensure continuity throughout the duration of the study.

D. **Progress Reports -** Detailed progress reports shall be prepared and submitted monthly and will include a narrative describing the specific work accomplished during the reporting period, summary of meetings held and discussion of outstanding issues and action items. The progress reports should include a summary of tasks to be accomplished during the next period. The progress reports shall be sent by electronically and by hard copy to the PMT for review and approval.

E. **Meetings and Coordination -** Study committees, other study-related meetings, and coordination with agencies will be supported and assisted by consultant. The consultant will assist in the scheduling and support for Study committees and other meetings that will also be necessary with appropriate entities as part of the data collection process and coordination activities. Approximately thirty (30) Study committee meetings will be held during the duration of this project. The meetings will discuss progress, general and specific project issues, and will be the forum for the exchange of information, resolving issues and delivering guidance and direction. Study committees are likely to consist of a subcommittee of SCAG's Goods Movement Advisory Committee (GMAC), to oversee and guide the Study and a Technical Advisory Committee (TAC). The consultant shall prepare agendas and minutes of these meetings and forward via electronic communication for review by the PMT prior to distribution.

For all committee meetings, the consultant will prepare minutes, reports, letters, memos and other data for the PMT's review via electronic communication prior to distribution and will include a description of proposed procedures and timing for disseminating

information to appropriate Study Committees. The consultant shall be responsible for mailing hard copies of all materials to Study committee members, and for providing electronic copies of all materials to the PMT, at least a week prior to meetings.

In addition to the committee meetings, the consultant shall be responsible for participating in PMT meetings, which consist of the Project and Contract Managers and key County Transportation Commissions' project management personnel and will be held as necessary throughout the study to discuss outstanding issues, e.g., schedule, deliverables, logistics for key events, etc. The Consultant shall assist the PMT in preparing agendas for these meetings. It is estimated that one (1) of these meetings may be held each month for the duration of the study. Periodic project status reports may also be made to standing regional policy-level committees.

Agency coordination will be supported and assisted by the consultant in communicating with all involved agencies and affected parties. The consultant shall maintain a record of all contacts and shall transmit copies of those records to the PMT on a regular basis.

F. **Subcontracts -** Subcontracts will be executed and directed, and work coordinated by the consultant. Contract terms and conditions of the prime contract will be incorporated into the subcontract agreements. The consultant will be the primary contact for dealing with the sub-consultants and the deliverables, which will be reviewed and approved by the consultant prior to submission.

G. **Deliverables -** The consultant shall provide an electronic version each key deliverable, as relevant (.e.g., technical memoranda, reports, etc.), as well as sufficient hard copies for study committees of at least two (2) draft versions, and a final version of the deliverable. The consultant is responsible for distribution of all materials to committees and others. Distribution of materials shall be done in a timely fashion in order to allow sufficient time for the PMT to review draft documents prior to study committee meetings, etc.

H. **Project file -** A project file will be developed and maintained and will be indexed, as appropriate, in accordance with the Caltrans Project Development Uniform File System, and at the end of this contract, provide PMT with a hard copy, diskette, and acceptable electronic format of all files, presentation materials, engineering plans, and all other products described and/or implied herein.

Task 1 - Deliverables:

1. **Draft Project Management Plan - due within 30 days after Contract Award and Final Project Management Plan**
3. **Support Materials for Meetings (e.g., agendas, minutes, presentation materials, etc.)**

Task 2 - Community Outreach Program (Phase 1)

The consultant shall submit a separate report to describe a community outreach program for all three phases of the Corridor Study. The outreach program shall based upon specific needs for each phase of the Study.

The first element of the outreach program (i.e., Phase 1 of the Corridor Study, the system analysis)

will focus on agency involvement and input for the entire Eastern Gateway Corridor. It will include policy-level input from elected officials, but not direct public outreach per se.

Some of the principal techniques for community outreach envisioned for the system-level analysis include:

- Preparation of corridor study fact sheets and status reports on approximately a quarterly basis
- Provision of project information on a web site, either within an existing agency web site or on a stand-alone web site
- Interviews and/or focus group meetings with a wide range of agency and stakeholder representatives (policy and technical) to identify corridor issues and concerns
- Questionnaires distributed to other agencies and organizations, requesting input on Eastern Gateway Corridor issues
- Policy Committee Meetings

The **Community Outreach Program** for the second phase (the more detailed analysis focusing on a designated strategic route) shall integrate public input into the Study, as appropriate, and shall seek to build "common ground" for corridor improvements. The level of effort for the program should be comparable to that of other similar studies, and should include a series of multiple workshops that occur throughout the corridor. The first set of workshops and other outreach activities will welcome all suggestions as part of the development of initial conceptual strategies. Only after this input is received and documented, shall the process of "filtering" out of the non-feasible solutions be begun, described in more detail in a later task.

The third phase of the Corridor Study will involve specific project development activities that will likely include environmental documents, and as such, this element of the outreach program should follow appropriate state and federal environmental procedures.

The outreach program should also describe how the consultant team will interact with community and business groups and various agencies, including city councils, commissions, and technical staff. The program should be specific in describing efforts to address potential environmental justice issues, e.g., targeted outreach to minority and low-income populations, bi-lingual literature, etc.

The outreach program plays a vital role in disseminating information regarding this Study, throughout its duration, to as many people as possible and to alert them about what is happening around their communities. The program should provide sufficient information to clearly describe mobility issues and trade-offs specific to the corridor, e.g., too many trains and trucks, but also the need and importance of goods movement. By providing this background, the public can contribute comments or ideas from a more informed perspective, to help "tailor" the study to better address their concerns.

Depending upon budget and other constraints, outreach for the third phase of the Study may or may not be necessary. However, the outreach program should include proposed activities for supporting an environmental stage of project development.

The budget for outreach efforts should be sufficient to include color copies of key materials, budget for purchasing audio and videotapes and/or transcripts of key media activities relating to the Study, as well

as paying for meeting announcements in key newspapers through the corridor, and sufficient funds for providing a reasonable number of outreach reports to agencies and the public, when requested. The web site will be an important mechanism for making information available to the public, while controlling project costs. Furthermore, the program should describe the consultant teams' lead role in organizing and presenting information at meetings, workshops, etc. The consultant shall submit the draft report, within the first 30 days after contract award for review, approval and distribution by the PMT.

Task 2 – Deliverables:

1. **Draft Community Outreach Program (for all three phases) – due within 30 days after contract initiated and Final Community Outreach program**
3. **Support Materials for Outreach Program (e.g., announcements, newsletters, presentations materials, documentation on meetings, etc.)**

Task 3 - Study Area Refinement and Mapping (Phase 1)

The consultant should describe the recommended type of data and level of detail to be gathered for the area for each of the three phases of the Corridor Study in a technical memorandum.

Upon commencement of the Study, the area and data should be defined based upon the need to evaluate the overall transportation system performance for the SR 60, I-10, and I-210 freeways and other major facilities (e.g., freeways, arterials, bus and rail, goods movement, etc.) between I-710 and the SR 60/I-10 junction. The Study area will be further refined to a "corridor-level" in Phase 2, and down to a project-specific level in Phase 3.

The consultant shall refine the study area and limits based upon discussion at the study committees. The consultant shall review all relevant documents and interview relevant agencies, as needed, as part of the process in determining study limits. The consultant should clearly document rationale used in assessing study limits in each of the three phases of the Corridor Study.

The consultant shall prepare various size base maps for showing a wide range of information as the Study proceeds. All planning maps shall be prepared using acceptable Geographic Information Systems (GIS) software. All data gathered for the Corridor Study shall be registered as "overlays" to the GIS base map, as appropriate, and shall be used in performing impact analyses and evaluating data at a system-wide level, corridor level, and a project-specific level.

The consultant shall be responsible for registering an "overlay" of up-to-date aerial photography to be provided by the consultant that shows sufficient area around the corridor to evaluate regional transportation, land use patterns, intermodal interfaces, and major trip generators (e.g. warehouses, manufacturers, malls, recreational centers).

Once a strategic route has been identified, the consultant shall also use an electronic copy of existing detailed topographic maps of the freeway (Caltrans may not have up-to-date topographic maps available for the entire corridor and, as such, the consultant will be responsible for supplementing topographic maps in areas that are not current, or to use other available data) to show the "footprint" of proposed strategies along the freeway area. Mapping format and data shall be consistent with Caltrans' standards and be comparable to a Caltrans' Project Study Report-Project Development Study

(PSR-PDS), using the metric system, and using the same scale and accuracy as a PSR-PDS. The consultant shall update the maps as needed to reflect current conditions and shall use the maps, in conjunction with sufficient field research, to assist in accurately estimating potential right-of-way costs, as well as impacts to the environment and community.

The base maps and data for the evaluation of the strategic route and project-specific analyses will not be needed until Phases 2 and 3, but data management program should be initially structured in light of the needs anticipated for both the system-level analysis and the evaluation of the strategic route. **Consultants should identify costs separately in their proposals for the three phases of the Corridor Study.**

Task 3 - Deliverables:

1. **Technical memorandum on methodology for study area refinement and mapping**
2. **Corridor Study base maps and overlay data**

Task 4 - Field Review and Compile Available Data (Phase 1)

The field review and data compilation need handled at three levels of detail, based upon the three phases of this Corridor Study. A technical memorandum shall be prepared describing the proposed methodology for this work.

For the system-level analysis in Phase 1, the data will focus principally on identifying the location and magnitude of existing and future deficiencies on the freeways within the study area. Potential methods for identifying existing and future deficiencies should be addressed by consultants in their proposals.

Future deficiencies should be based on the SCAG future baseline network for the 2004 RTP. Historical traffic growth trends will also be documented and used together with projected future traffic volumes to make an assessment of expected traffic growth rates. These will be identified for trucks only (by type) and for total traffic. It is anticipated that the traffic analysis at the system level will be conducted principally using daily existing traffic volumes and daily volume forecasts at the segment level, and will not analyze individual interchanges, ramps, or intersections.

Additional types of information expected to be gathered in this task include (specific data and level of detail to be based upon requirements in each of the three phases of the Corridor Study):

- Travel patterns and mode split (ports, rail, trucks, airports)
- Capacity and design constraints/network limitations of all modes
- Operations/Maintenance/Safety Issues
- Growth in volume of goods projected by the ports
- Growth trends for major trip generators and special trip generators (e.g. large commercial, office and/or industrial business centers, airports, universities, warehouses, distribution centers,

and intermodal yards)

- Future land use changes and trends that may heavily affect the corridor
- Existing lane configurations on each freeway
- Physical constraints that exist along each freeway (which may have implications on the feasibility and cost of additional widening)
- Environmental constraints that could affect the feasibility of improvements (based on readily available information)
- Transportation Demand Management (TSM/TDM)
- Transportation System Demand/Intelligent Transportation System Infrastructure, e.g., changeable message signs, closed circuit television cameras, electronic data interchange (EDI), automated vehicle identification (AVI), positive train control (PTC), and global positioning systems (GPS)
- Institutional and policy affecting transportation system
- Bus and rail transit services
- Improvements identified in the Regional Transportation Improvement Program and improvements in the RTP (including the draft 2004 RTP, when available)

The data collection is intended to occur at the "macro" level in the system-level analysis (Phase 1), with more detailed data collection anticipated in Phase 2 and 3. Data in the system-level analysis should be targeted toward the information needed to identify current and future deficiencies (important to the development of purpose and need statements) and to identify issues and strategies important to the management of the movement of people and goods within the corridor.

The consultant shall review the Corridor Study area in the field as often as necessary to identify issues that could affect proposed strategies. In addition, the consultant shall research and obtain available pertinent information and data applicable to each phase of the Corridor Study, including traffic counts, accident history, delays, Level of Service (LOS) analysis, Right-of-Way (R/W) maps, and parking. The consultant shall collect and review transportation/land use related reports and studies and identify potential relevance to, and integration into, the Corridor Study. In addition to reviewing completed studies and projects, the consultant shall review relevant studies and projects planned or already underway within the freeway corridor and identify any "gaps" in the transportation planning and implementation process.

Attachment 2 provides is a listing of information that may be relevant to the Study. Copies may be available (and may need to be purchased) from sponsoring agencies. Please note that it is the responsibility of the consultant to retrieve, review and verify the accuracy of the information received and conduct additional traffic counts, as needed. New traffic counts are not anticipated to be necessary for the system-level analysis, but may be recommended by the consultant to fill critical gaps in information, if found. Any traffic counts needed shall comply with standard Caltrans procedures for such counts.

In addition to sponsoring agencies, other agencies to be contacted for relevant information include at least the following:

1. Transit authorities within the Corridor
2. Regulatory agencies, e.g., South Coast Air Quality Management District, U.S. Corps of Engineers, Regional Water Quality Control Board, California Department of Fish and Game, U.S. Fish and Wildlife, flood control authorities
3. California Highway Patrol
4. California Trucking Association
5. Rail road companies, rail yards, "Class 1 Rail Road", etc.

Task 4 - Deliverables:

1. **Technical memorandum on methodology for field review and data compilation**
2. **Technical memorandum documenting field work, data compiled, as well as documentation on all meetings, and correspondence**

Task 5 - Baseline System Performance (Phase 1)

A technical memorandum shall be prepared that describes for each phase of the Corridor Study the methodology for assessing existing conditions and future baseline conditions based upon the level of detail required to adequately perform a system-wide analysis, corridor-specific analysis, and a project level analysis.

A baseline travel demand forecast shall be prepared in the system-level analysis (Phase 1) as the basis for the evaluation of future truck traffic and other traffic demand, as well for the identification of system deficiencies. Baseline forecasts from the SCAG regional model, prepared for the draft 2004 RTP, shall be used in this analysis No new modeling runs will be prepared for the Phase 1 system analysis. It is expected that a baseline run of the SCAG regional model for the 2004 RTP (year 2030) will be available in sufficient time for use in this task. New modeling runs will be required in Phase 2 (analysis of the strategic route).

The consultant will need to evaluate the SCAG model results for applicability and reliability for use in the system-level analysis. The emphasis of the forecasts will be on the east-west and north-south freeways within the Eastern Gateway Corridor. An assessment will also be made of the transit assignment results for the SCAG model. A comparative analysis with output from other models (e.g. the MTA and RIVSAN models) may also be made as part of the assessment of the forecasts.

This task should be started as early as possible after the initiation of the contract, to allow sufficient time for interaction with the modeling agencies. In addition, an ad hoc technical review group may be established to specifically work with the consultant and SCAG on the modeling issues. This activity will be conducted in coordination with modeling activities of other projects and studies in the area so that a unified set of forecasts can be presented for all studies within the same study area, such as the I-15 corridor study.

Using the compiled and collected data, the consultant shall evaluate the information and determine the existing baseline transportation system performance, which includes the mainline freeway and adjacent arterials. The consultant shall also estimate future baseline transportation system performance for a horizon year, such as year 2030, using available data from local agencies, Caltrans, SCAG, MTA, and other entities, as appropriate. Baseline analysis, analysis of existing conditions, and travel demand forecast modeling shall be an integral part of this effort. The consultant should also evaluate not only

goods movement within the region, but also goods moving to and from the SCAG region that are transported through the Eastern Gateway Corridor.

Interviews

Stakeholder interviews and questionnaires will be a key source of information used in the system-level analysis and to assist in identifying a candidate corridor-specific route for further analysis in Phase 2. The interviews and questionnaires will be used to identify issues and problems from the perspective of agencies and groups located within and affected by the corridor. They will also solicit ideas for improvements in the movement of goods and people within the corridor. The consultant shall provide a listing of the individuals for whom interviews are to be obtained and/or from whom questionnaire responses will be sought. At a minimum, interviews will be conducted with staff from Caltrans District 7, 8 and 12, MTA, OCTA, RCTC, SANBAG, transit agencies, Metrolink, the Ports of Los Angeles and Long Beach, Los Angeles World Airports (for Ontario International Airport), and Councils of Governments. Selected representatives of the rail and trucking industry will also be interviewed, as well as a sample of city representatives (elected officials and/or staff).

At a minimum, every city along the corridor shall be provided with an opportunity for input through a questionnaire. A questionnaire format will also be used to obtain input from advocacy groups, additional trucking and rail industry representatives, and other entities with an interest in transportation in the corridor. The consultant will identify the most appropriate techniques for obtaining input from all of these stakeholders and will work with the PMT and study committees to identify the specific individuals to be contacted. Consultants may propose alternate or supplemental methods to a questionnaire, if they believe there to be better methods of obtaining the perspectives sought.

System Performance, Purpose and Need Reports

The consultant shall prepare a report that thoroughly describes baseline existing conditions and evaluates performance at a system-wide level (Phase 1), and from this analysis, identify a corridor-specific strategic route that will be evaluated in further detail. A separate report shall be prepared providing a description of the purpose and need for improvements within the overall Study area, as well as for corridor-specific improvements (once a specific strategic route has been identified). Per Caltrans' "Project Development Procedures Manual," the purpose and need statement specifically should address at least the items listed below.

Supporting legislation
Safety
System linkage
Maintenance and operational deficiencies/requirements
Demand exceeding capacity issues
Growth and cumulative impacts
Economic development
Eliminate unacceptable impacts
Financial resources

Among information to be described in text and in graphics (as appropriate) should be the following:

- Freeways and (where appropriate) major arterial conditions
  Describe conditions and issues associated with traffic patterns and characteristics, parking, operations, safety, and design issues (e.g., right-of-way constraints, physical constraints) for the freeway mainline and any arterials considered key to regional goods movement within the study area.

- Bus and Rail Public Transit Characteristics
  Describe characteristics and issues, such as routes, service, safety, and operations for urban and commuter rail, express and local buses, and shuttles. Support facilities, such as park-and-ride lots and transit centers, shall also be identified. Information shall be provided on demographics and mobility needs of the transit-dependent population.

- Goods Movement (e.g., Truck, Freight Rail, Port, Air, Intermodal)

  Considerable effort shall be spent in identifying key goods movement characteristics and issues within the corridor, evaluating impacts and developing solutions relating to this element of mobility. Evaluation should include the impacts of major traffic generators, such as the Ports of Los Angeles and Long Beach, and consider the relative capacities and other characteristics of truck transportation versus freight rail. For instance, the influence of regional and interregional truck movements within and through I-710, SR 60, SR 57, I-605, I-210, or I-15 corridor should be fully evaluated.

  Among issues to be included in the analysis of goods movement, and to be considered as strategies evolve, are the following:

  1. Capacity and design constraints
  2. Network limitations, opportunities for capacity and/or operational improvements to network system, e.g., adding exclusive truck lanes, truck "by-pass" lanes on the freeway on-ramps, modifying curb turning radii along highway routes heavily used by trucks
  3. Operations, Maintenance, and Safety Issues
  4. Transportation Demand Management Issues (e.g., extending port operating hours to reduce truck traffic during peak periods)
  5. New technology implementation and deployment issues that will allow for increased efficiency of movement of trucks and rail freight.

The consultant shall evaluate available data compiled and provide a detailed analysis of baseline existing and future system performance that shall include at least the following:

- Develop appropriate performance measures for review and approval by the PMT, with input from the Study committees. Listed on the following page are desired outcomes and candidate measures or indicators of these outcomes that may be appropriate to consider as part of the evaluation process.
- The consultant shall develop an interview/survey form and meet with key representatives of

each sponsoring, and other relevant, agency to help identify their relevant planned projects, transportation/land use issues and priorities within the corridor; to collect relevant reports, studies, and data; and to discuss potential solutions needed.

- Using the data compiled and collected, the consultant shall identify existing and projected deficiencies on regionally significant roadways within the study area.
- The consultant shall identify local transportation and general plan issues relevant to the Corridor Study, such as planned improvements, new or revised development plans, and existing or potential "through" traffic in jurisdictions within the study area.

The consultant shall describe data compiled and collected in detail and summarize existing transportation issues and problems within the study area and provide detail regarding freeway, key arterial, intermodal, multi-modal, and truck-related issues.Sample of Desired Outcomes/Performance Measures.

Desired Outcomes	Description	Candidate Measures/Indicators
Mobility & Accessibility	Reaching desired destinations with relative ease within a reasonable time, at a reasonable cost with reasonable choices.	· Travel times · Delay · Access to desired locations · Access to the system · Level of service (LOS) of freeways, arterials & key intersections
Reliability	Providing reasonable and dependable levels of service by mode.	· Variability of travel time
Cost –Effectiveness	Maximizing the current and future benefits from public and private transportation investments.	· Benefit/cost ratio · Outcome benefit per unit of cost
Economic Well-being	Contributing to California's economic growth.	· Final demand (value of transportation to the economy)
Sustainability	Preserving the transportation system while meeting the needs of the present without compromising the ability of future generations to meet their own needs.	· Household transportation costs
Environmental Quality	Helping to maintain and enhance the quality of the natural and human environment (particularly air quality and noise).	· National and state standards
Safety and Security	Minimizing the risk of death, injury, or property loss.	· Accident and crime rates

Equity	Distributing benefits and burdens fairly.	· Benefits per income group · Environmental Justice
Customer Satisfaction	Providing transportation choices that are safe, convenient, affordable, comfortable, and that meet customer needs.	· Customer survey
Minimize Maintenance Requirements	Minimizing efforts required to maintain freeway and arterial facilities as well as the maintenance needs of public transit facilities.	· Maintenance costs · Accident rates

Task 5 - Deliverables:

1. **Technical memorandum on methodology for travel demand forecast modeling**
2. **Technical memorandum documenting Phase 1 travel demand forecast assessment**
3. **System Performance (system-level and corridor-specific)**
4. **Purpose and Need Report (system-level and corridor-specific)**

Task 6 - System Analysis of Eastern Gateway Corridor (Phase 1)

The consultant shall prepare a system analysis report pertaining to the entire Eastern Gateway Corridor based upon data the aforementioned tasks. The report will include technical data and input from stakeholders and will document and analyze the issues, challenges, and problems facing the provision of transportation services in the Eastern Gateway Corridor.

The issues identified by stakeholders are expected to be wide ranging, from very isolated spot problems, to overarching policy and institutional issues. All dimensions should be explored and documented, even though the more location-specific issues may not be addressed until the subsequent evaluation of strategic route. A structured approach for presenting this information shall be suggested by the consultant and will be reviewed by the PMT and study committees.

Based on the data from the interviews and questionnaires, as well as the analytical data prepared in previous tasks, a wide range of transportation options will be identified that could be applied to address the documented issues, challenges and problems. The intent in the system analysis is not to address individual problems, such as the need for reconstruction of a particular interchange or enhancement of transit service along a particular route. Rather, the intent is to address the issues from an overall corridor goods movement and corridor management perspective. It should involve the identification of improvement needs in a broad, strategic sense, with consideration of all modes of travel, changes in policies and institutional arrangements, and possible private as well as public initiatives. It should address the potential of issues associated with user fees and other financing mechanisms for major infrastructure improvements. The consultant shall use input from the previously collected data, interviews, questionnaires, study committee input, experience elsewhere, and other appropriate sources.

The improvement concepts may be formulated as a range of alternative strategies, from major infrastructure initiatives to less costly operational strategies. The consultant shall identify actions, if any, agencies should take in the near term that would enhance the movement of people and goods within the Eastern Gateway Corridor (e.g. operational changes, legislative initiatives, policy

considerations, etc.). The study committees and PMT will consider these recommendations and determine which may be appropriate and feasible for further pursuit. The options will not be analyzed in the system-level evaluation stage, but may be included in the evaluation of alternatives for the strategic route (Phase 2 of the Corridor Study).

The potential role of major infrastructure projects (e.g. the potential role of truck lanes, express facilities, use of additional HOV and mixed flow lanes, etc.) shall be addressed, as well as strategies that focus on management and operations of the highway and pertinent transit facilities. Challenges that would need to be surmounted to implement major mainline infrastructure improvements should be highlighted.

The effort in this task will constitute a type of "top-down" examination of corridor operation and opportunities for improvement. The subsequent evaluation of the strategic routes will explore alternatives in substantial detail.

A report shall be prepared assessing goods movement for the Eastern Gateway Corridor. This document will explain the range of options that should be considered as part of an overall corridor management strategy to facilitate goods movement.

In the course of the investigations to select the "goods movement" corridor, transportation issues and opportunities may come to light (through the corridor-wide data assembly and analysis) on freeway facilities that are not ultimately selected for further study as part of this effort. These issues and opportunities will be documented in a separate report. At a minimum, the corridor-wide report will highlight existing and projected transportation deficiencies, potential strategies that should be considered in the management of the system as a whole, and types of transportation improvements that should be considered by agencies responsible for those facilities.

The consultant shall also recommend, with input from the study committees and the PMT, a corridor-specific strategic route for further study. The selection of this route will be based on a set of generalized criteria proposed by the consultant and agreed to by the policy committee and/or project management team. The consultant shall describe the basis for the recommendation in a technical memorandum. This will include the freeways, arterials, relevant transit systems, and other physical and operational components to be studied, along with the physical limits of their inclusion.

Once the strategic route that is considered to be of greatest significance for goods movement activities has been identified, the Phase 2 analysis shall include a detailed analysis of existing and future conditions. Traffic shall be detailed and include such items as a comprehensive analysis of existing traffic conditions, including LOS; calibration of the travel demand forecast model for existing conditions, and modeling/LOS analysis for future traffic projections. Additionally, the report should identify relevant planned projects and identify such items as scope; timing; costs; cost effectiveness; funding; safety; political issues; constraints and issues associated with design, operations, right-of-way, and impacts to the environment, particularly air quality issues, hazardous wastes, and overall impacts to the community; and land use issues.

Task 6- Deliverables:

1. System Analysis Report

2. Goods Movement Assessment Report

3. Technical Memorandum Identifying Strategic Route

Task 7- Strategic Route Analysis (Phase 2): Develop/Screen Initial Concepts and Identify Feasible Strategies

Phase 2 of the Corridor Study involves performing a comprehensive, multimodal corridor analysis for the strategic route identified during Phase 1, the system-wide analysis of the Eastern Gateway Corridor. Earlier tasks will provide most of the background information from which the consultant will use in developing and refining a series of alternative strategies that will eventually lead to a Locally Preferred Strategy (LPS), consisting of near-, mid-, and long-range multimodal projects. The evaluation process will be fully documented in a series of reports that will be merged into a single corridor analysis report.

A. Establish Screening Criteria

The consultant will work closely with the PMTand the Study committees in establishing screening criteria by which to define and evaluate the approved initial set of conceptual strategies. The consultant shall compare the relative differences among strategies in terms of factors affecting transportation system performance; the ability to improve goods movement; the socioeconomic environment, including equity and environmental justice; the natural environment; costs; and acceptability to the public. To address a recently established Caltrans' Director's Policy, the evaluation analysis should consider the overall "context sensitivity" of strategies, e.g., how well solutions use innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals.

B. Identify Initial Conceptual Strategies

The Consultant will identify initial conceptual strategies to consider for the strategic route Corridor Study that will be multi-modal and inter-modal and include features that may be completed in various phases for short-range, middle-range, and long-range implementation. These strategies should include at least the following "build" concepts (or combination these concepts):

1. Dedicated truck lanes on the freeway(s)
2. HOV lanes, including freeway-to-freeway HOV connectors
3. General purpose lanes along the freeway(s)
4. Freeway related improvements such as freeway-to-freeway interchange connector widening/improvements, complete redesign of key interchanges, auxiliary lanes, truck "by-pass" lanes on freeway on-ramps, informal truck stops along the freeway (safety and operational issues), and freeway ramp improvements that optimize commercial movements
5. "Smart" corridors
6. Key intersection and/or roadway improvements
7. Interfaces of travel modes within the corridor, such as Park-and-Ride facilities and transit centers
8. Bus and rail improvements (.e.g., local and express buses, light rail, commuter rail, high speed rail)

In addition to the aforementioned "build" strategies, a "No Build" strategy of baseline conditions based on regional transportation plans will be evaluated. Also a strategy will be evaluated that does not involve extensive infrastructure improvements, e.g., Transportation System Management (TSM), advanced technologies Intelligent Transportation Systems (ITS), and Transportation Demand Management (TDM). The TSM/TDM strategy should consider at least the following strategies related to manage demand and/or improve efficiency of goods movement activities:

1. Extending port operating hours to reduce truck traffic during peak periods
2. Electronic Data Interchange (EDI)
3. Automated Vehicle Identification (AVI)
4. Positive Train Control (PTC)
5. Global Positioning Systems (GPS)

The Consultant shall a report with recommendations for review and distribution to the Study committees of the initial conceptual strategies. Input from the committees will be used in initial public outreach efforts to introduce concepts to elected officials and the public/private sectors. The report shall be revised based upon input received.

C. Screen Initial Conceptual Strategies

The initial set of conceptual strategies shall be evaluated for feasibility using the approved set of screening criteria established. The result of the analysis shall be a proposed list of up to ten (10) "feasible build" strategies.

The consultant shall work closely with the Study committees to identify an approved set of feasible strategies and, once agreed upon, to initiate further public outreach efforts to present the proposed feasible strategies to elected officials and the public/private sectors for their input. Based upon these discussions, the consultant shall present recommendations to the Study Committees for their approval of the feasible strategies.

"Unreasonable" strategies shall be eliminated from further consideration based upon Caltrans' "Project Development Procedures Manual". The Council of Environmental Quality's "Questions and Answers about NEPA" states that:

"Reasonable strategies include those that are practical or feasible from the technical and economic standpoint and using common sense…."

A project strategy may be rejected as unreasonable for any of the following reasons:

1. Not meeting the project's "purpose and need"
2. Economically not feasible
3. Severe operational and/or safety problems
4. Unacceptable adverse social, economic, or environmental impacts
5. A combination of the reasons listed above, that taken individually may not be significant, but would be cumulatively significant
6. Previously rejected at an earlier stage in project development

The consultant shall provide a lead role in organizing and presentation of this information to the public.

The initial evaluation and screening of strategies shall be documented in a detailed report describing the entire process and identifying the feasible strategies that are to be the most viable for implementation. The report should include a complete description of all strategies considered and how the team determined which strategies are most feasible.

Task 7 - Deliverables:

1. **Report describing development of Conceptual Strategies**
2. **Report describing development of Feasible strategies**

Task 8 – Strategic Route Analysis (Phase 2): Refine and Screen Feasible Strategies

A. Refine Feasible Strategies

Using as much information as possible that has already been compiled for this corridor, the consultant shall refine the set of feasible strategies in more detail to address specific constraints and issues within the corridor. Each strategy shall be described in sufficient detail to enable a quantitative analysis to be performed to the extent possible at this stage of the Corridor Study.

B. Establish Screening Criteria to Evaluate Feasible Strategies

The consultant will work closely with the PMT and the Study committees in establishing screening criteria by which to evaluate the approved set of feasible strategies. Key criteria shall include such items as the following:

1. Transportation System Performance:
    - Transportation supply
    - Vehicle capacity
    - Person capacity
    - Traffic volumes
    - Level of service
    - Accidents and safety
2. Project Schedule and Phaseability
3. Accessibility
    - Population served
    - Employment served
4. Impacts to Socioeconomic Environment, Including Equity/Environmental Justice
    - Land acquisition and displacement
    - Low income and minority households served
    - Distribution of population served
    - Distribution of benefits and costs
    - Impact of financing sources on population segments
    - Historic, archaeological, paleontological, and cultural resources
    - Parklands, open space, and agricultural land
    - Joint development potential
    - Land use and zoning
    - Neighborhood disruption
    - Visual and aesthetic
    - Construction impacts
5. Impacts to Natural Environment
    - Topography
    - Threatened and endangered species
    - Air quality
    - Noise and vibration
    - Floodplains, hydrology, water quality, wetlands
    - Hazardous materials
    - Geotechnical and sub-surface impacts
    - Construction impacts to natural environment
6. Cost and Cost Effectiveness

- Capital cost
- Annual operating cost
- Total equivalent annual capital cost
- Total annualized cost
- Cost effectiveness

7. Financial Feasibility
   - Compatibility with regional transportation planning and programming documents
   - Potential funding sources
   - Opportunities for innovative financing
8. Public Acceptability
   - Compatibility with local plans and policies
   - Compatibility with regional transportation plans
   - Responsiveness to comments received

To address a recently established Caltrans' Director's Policy, the evaluation analysis should consider the overall "context sensitivity" of strategies, e.g., how well solutions use innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals.

C. Screen Feasible Strategies

The feasible strategies shall be evaluated in detail using the approved set of screening criteria established. The result of the analysis shall be a proposed list of up to three (3) "screened" build strategies.

The consultant shall work closely with the Study committees to identify an approved set of up to three (3) multi-modal strategies to evaluate in detail and, once agreed upon, to initiate further public outreach efforts to present the proposed strategies to elected officials and the public/private sectors for their input. Based upon these discussions, the consultant shall present recommendations to the Study Committees for their approval of the strategies.

The consultant shall have a lead role in organizing and presentation of this information to the public. The evaluation and screening of strategies shall be documented in a report describing the entire process and identifying the multi-modal screened strategies that will be studied in greater detail.

Task 8 - Deliverable:

1. Report on development of screened strategies

Task 9 – Strategic Route Analysis (Phase 2): Travel Demand Forecast Modeling of Screened Strategies

The consultant shall estimate and evaluate the impacts of only the approved, screened strategies on future mobility within the corridor by performing travel demand forecasting modeling. The consultant shall initially meet with a technical sub-committee of the Study committees (consisting of modeling experts from Caltrans, SCAG, MTA, and any of the local agencies within the corridor that are experienced in model development) to discuss draft methodology report outline, overall modeling issues, sources of information, agency expectations, deliverables, etc.

At least the following should be addressed when developing the methodology:

1. Mobility along the freeway
2. Truck traffic (pre-load) along the freeway and adjacent arterial network (specific limits shall be defined in meetings with the technical sub-committee)
3. Multi-modal travel characteristics (including bus and rail service/routes)
4. Strategies considered in other modeling studies
5. Mobility along adjacent arterial network, e.g., turn movements, etc. (specific limits shall be defined in meetings with the technical sub-committee)

Based on the above, the methodology should involve both a regional analysis based on SCAG's most current regional model to evaluate the multi-modal travel characteristics and development of a focused subarea model to evaluate local circulation within the corridor. The base year and horizon year will be consistent with SCAG's currently adopted Regional Transportation Plan (RTP).

A. SCAG will coordinate with the consultant on the regional analysis required for the Corridor Study. SCAG will oversee and assist the consultant in performing the following tasks as part of this analysis, using SCAG's regional travel demand forecast model and use SCAG's Heavy Duty Truck Model, or a derivative, as appropriate:

   1. Provide modeling data for base year and projected baseline transportation system for an intermediate year and horizon year.
   2. Code regional highway and transit networks for the various approved, screened strategies for base year, an intermediate year, and horizon year.
   3. Run model for base year and future years for each strategy
   4. Perform all necessary post-model adjustments and analysis for each strategy and year (including air quality analysis)
   5. Prepare a report describing methodology and summarizing results, generating all summaries and analysis required, assessing impacts of the various strategies on the regional system

B. The consultant shall use SCAG 's adopted growth forecast for this study area and evaluate any special trip generators and major proposed land use development (not included in the SCAG's forecast growth). The consultant shall use SCAG's regional travel demand forecast model as the basis for developing a "focused", subarea model for the study area. SCAG will provide the regional zone system, vehicle (origin/destination) trip tables as well as base year and future year highway networks (all four time periods, including networks and all vehicle modes of travel). The consultant is responsible for performing all subarea model runs and must receive approval on methodology from the Project Manager with input from technical sub-committees, prior to commencement of modeling related activities. The consultant shall consider the following in developing the focused subarea model:

   1. Consultant shall specify software package(s) they propose to use for the subarea model.

   2. The exact study limits along each side of the freeway for the focused area shall be delineated based on direction provided from the Study Committees.
      a) Major activity centers, trip generators and attractors

b) Major industrial complexes, intermodal facilities, and other facilities associated with goods movement activities
c) Existing freeway and local network traffic congestion areas, e.g., bottlenecks, etc.
d) Interrelationships among nearby transportation facilities, e.g., freeways, arterials, freight railroad lines, urban and commuter railroad lines, airports, as well as express and major local bus routes within the corridor
e) Major planned land use development projects
f) Information that is already available from other studies performed within the area

3. The subarea network and zone system within the corridor shall provide sufficient detail to support estimation of peak hour and average daily traffic (ADT) on the freeway and local network segments, ramp locations, and key intersections. Key intersections will be determined in consultation with the technical sub-committee.

4. The consultant shall collect model base year traffic counts from each respective jurisdiction in the study area for purposes of model validation and post model refinements, including turn movement counts at each key intersection for AM and PM peak-hours. The consultant will be responsible for arranging with the appropriate jurisdictions to obtain traffic counts at all locations where counts are not available. The model shall be validated to match traffic count volumes at screenlines determined by the technical sub-committee.

5. The consultant shall perform the necessary network and zone adjustments to the regional network to develop the subarea model. SCAG will provide regional and truck model output trip tables consistent with the subarea model zone structure. The consultant will provide SCAG with the zonal correspondence list, in a format specified by SCAG, necessary to make the zone conversion.

6. The consultant shall apply post-model adjustment procedures to all highway related traffic projections that are consistent with guidelines specified in the Transportation Research Board, National Cooperative Highway Research Program Report 255.

7. Recognizing that a Users Manual for SCAG's new regional model may not yet be available for consultant use during the subarea model development work, SCAG will provide consultant oversight for subarea modeling tasks.

8. The consultant shall present the model methodology and approach to SCAG's Regional Modeling Task Force.

C. The Study Committees shall follow all federal and/or state guidelines in determining which sponsoring agency shall assume unconditional ownership of the subarea model after it is developed. Furthermore, the Study Committees shall determine which sponsoring agency shall assume unconditional ownership of any new equipment acquired specifically for the Corridor Study, e.g., computer work station, etc., upon completion of this study. Any

equipment turned over to the designated agency shall be shipped, installed, and set up to enable immediate "turn key" usage by the agency's employees.

D. The consultant shall prepare a report to document proposed focused subarea travel forecasting methods, assumptions, and supporting analytical procedures for evaluating strategies. The Project Manager shall submit the report for review and approval, with input from Study committees.

E. The consultant shall also prepare a report on travel demand forecasting results. The report shall include SCAG's regional analysis and an evaluation of the future year baseline transportation conditions with the strategies to determine which strategy(s) provide the most benefits to the regional system relative to the goals of the Study. The Project Manager shall also submit this report for review and approval, with input from Study committees.

Task 9 - Deliverables:

1. **Methodology Report**
2. **Travel Demand Forecasting Analysis Report**

Task 10 - Strategic Route Analysis (Phase 2): Evaluate Costs and Identify Potential Funding Strategies

The consultant shall compare and evaluate the costs among the screened strategies and identify the cost effectiveness of each strategy. In addition, a detailed analysis shall be performed to identify and evaluate potential funding strategies.

A. The consultant shall prepare a detailed report that contains at least the topics listed below:
   1. Identify costs associated with each element of each strategy, using standard methodologies employed by Caltrans and MTA for calculating costs. Estimated capital, operations, and maintenance costs should be clearly identified.
   2. A detailed cost/benefits analysis and cost-effectiveness among strategies shall be performed.
   3. A consideration of user-based revenue potential, conceivable public/private financial structuring options, private concessions, and likely alternate regulatory regimes.

B. A separate report shall be prepared that is an in-depth analysis that thoroughly reviews funding opportunities and challenges through potential traditional and non-traditional funding sources. The analysis should describe potential funding sources for various elements of each strategy and discuss the applicability and feasibility of these various funding sources for implementing the strategies. The analysis should also include a detailed evaluation of existing and proposed sources of revenues and a cash flow analysis. The consultant should consider funding strategies in which implementation of strategies is phased over time; portions that could be funded and implemented within the near future, within the next ten (10) years, and describe elements that may not be fundable until the year 2030 or later.

Task 10- Deliverables:

1. **Report on Cost Evaluation**
2. **Report on Financial Strategies**

Task 11 - Strategic Route Analysis (Phase 2): Environmental Analysis

The consultant shall conduct a Preliminary Environmental Assessment Report (PEAR) of the screened strategies to identify the magnitude of potential and/or probable impacts on environmental resources. The PEAR should describe potential "fatal flaws" in evaluating the strategies. The PEAR should satisfy requirements of the state and federal preliminary environmental process. The assessment should consider social/economic factors, including "environmental justice", where communities may be affected other issues that should be addressed in the analysis include at least the following:

1. Potential acquisitions and displacements required for proposed improvements
2. Community characteristics, population, housing and land use issues, particularly as these issues relate to environmental justice
3. Public services and utilities
4. Impacts on park and school properties and recreation
5. Cultural resources
6. Possible archaeological and historic resources
7. Agricultural resources
8. Biological resources, wetland issues
9. Water quality, hydrology, floodplain issues
10. Erosion control and stabilization along sloped areas
11. Geology and soils; mineral resources
12. Potential hazards and hazardous materials
13. Air quality impacts
14. Noise and vibration impacts
15. Impacts on visual, aesthetics, within the corridor
16. Transportation and traffic issues, e.g impacts from temporary construction activities (such as intrusion of traffic in residential neighborhoods, impacts on adjacent local streets/arterials, and access to commercial centers), as well as impacts of proposed transportation improvements

Environmental constraints; required permits, approvals and concurrences; and potential mitigation should be identified in the PEAR. The PEAR format and content should acceptable to Caltrans. The PEAR should include preliminary cost estimates where additional project costs are likely to occur.

Task 11 - Deliverable:

1. **PEAR**

Task 12 - Strategic Route Analysis (Phase 2): Identify Multi-modal Preferred Strategy

A. "Value Analysis"

A "Value Analysis" (VA) process will need to be performed, and should be generally consistent with Caltrans' most current policies, procedures and guidelines. The lead consultant for the VA team should be an independent, certified VA expert, who is experienced with Caltrans' VA process. Other key experts on the VA team also should be certified. Additional members, representing the stakeholders, will be determined based on recommendations of the PMT and Study committees. This process could be structured similar to a "Peer Review Group." Caltrans' Life-Cycle Benefit/Cost Evaluation Model shall be used, as appropriate, during the VA process.

B. Preferred Strategy Development

Based on results of previous tasks, the consultant, with the guidance of the PMT and the Study committees shall develop a preferred strategy. This may consist of one or a combination of the previously evaluated strategies. At least the following shall be included in the report:

1. Detailed evaluation of screened strategies and a description of the issues relating to how the preferred strategy evolved, why this strategy was selected.
2. Matrix of all elements of the preferred strategy (e.g., proposed infrastructure, service, and operational improvements as they relate to the freeway mainline and interchange improvements, rail and bus transit options as they relate and contribute positively to commercial movements) and key issues influencing implementation.
3. Matrix showing estimated project cost estimates for each element of the preferred strategy, funding status, implementation status (e.g., potential for near-term, medium-term, or long range implementation), potential funding options

A consensus building process will commence to receive input and recommendations regarding the proposed strategy or strategy. The consultant shall provide support at all meetings for presenting the proposed strategy to the Study committees, other agency meetings, and to the public to solicit comments. The consultant shall prepare a report that describes the evaluation process in detail

Task 12- Deliverables:

1. **VA Report**
2. **Report on development of a Locally Preferred Strategy**

Task 13 – Prepare Project Development Document(s) (Phase 3)

Working with the list of proposed projects identified within the preferred strategy, the consultant shall develop cost estimates and other criteria necessary to assist the Study Committees in determining for which of these projects the consultant shall prepare one (1) or more project development documents. All aspects of preparing the document(s) shall be done in accordance with current policies, procedures, practices, standards, guidelines, and regulations that apply to Caltrans' project development process

for state facilities and the comparable process for local projects.

It is estimated that one-third or more of the Study budget will be used for developing the project development document(s) that is/are logically segmented for programming transportation projects based on the preferred strategy. It is likely that the documentation will involve environmental work as well as engineering activities.

For the project development document(s), at least three (3) viable, "build" alternatives must be considered in addition to a "no build" alternative. Furthermore, it is expected that the engineering analysis shall include interchanges within the Study area, as well as all undercrossings and overcrossings. Consistent with Caltrans' requirements, concept geometrics shall include developing cross sections, preliminary staging plans/detours, strip maps, right-of-way requirements, and rehabilitation strategies. Some basic design features that must be identified include the following:

Lane width, shoulder width, and bridge width
Design speed
Cross slope
Grade
Superelevation
Stopping sight distance
Horizontal and vertical alignment
Horizontal and vertical clearance
Bridge structural capacity

The concepts shall be to full design standards, but also consider non-standard specifications where appropriate (the consultant shall prepare a Caltrans' fact sheet for non-standard specifications) and should be illustrated by cross sections and drawn on photogrammetric base mapping where the edge of pavement and approximate right-of-way lines shall be shown. Profiles for freeway strategies are needed along the entire project length

Please note that to ensure transportation enhancements occur throughout the entire corridor, the Corridor should be split into logical segments or subareas. The proposed implementation schedule for improvements within each segment or subarea should be sequenced to minimize construction activity impacts to the community. For example, within each segment or subarea, some parallel major arterials' improvements may need to be phased to occur prior to freeway infrastructure enhancements so that these roads may serve as key detour routes in the proposed Transportation Management Plan (TMP) the consultant shall be developing for the preferred strategy to mitigate traffic congestion during freeway construction activities.

A. Cost Estimates

The consultant shall prepare cost estimates as required for the phase in project development. Cost estimates shall be based on such costs as those identified from preliminary engineering plans, structure cost estimates, and costs associated with right-of-way, utility, and railroad impacts.

The procedure outlined below shall be followed to the extent feasible for cost estimates relating to right-of-way, utility relocation assessment, and railroad impacts for the strategies.

1. The estimator(s) must be qualified and these qualifications must be clearly described in detail in the proposal and will be subject to approval by Caltrans District 7's Right-of-Way (R/W) Division.
2. The proposal shall include a detailed description of the methodology the consultant proposes to employ in formulating cost estimates, a list of their experience with estimating R/W, utility, and railroad costs for major capital projects, and a list of references for pervious estimating work. In particular, the consultant shall describe their approach in determining when parcels would be considered as full takes versus partial takes. The proposal should include a sample of the work sheet and estimates performed previously for major projects.
3. The proposal should include a list of sources of information typically used when developing the type of cost estimates needed for the Study and how the data will be applied to this Study.
4. Please note that the estimates must be based on individual units, and not "clusters" of units, unless written approval is given by the R/W Division for this approach.
5. The estimator's work must in acceptable format and in compliance, and conformance with current applicable State standards, practices and procedures. To facilitate this, a meeting of the consultant estimator(s) with the Project Manager and the appropriate R/W management and staff shall occur prior to the commencement of cost estimates tasks. Objectives of the meeting shall be to establish consultant expertise, discuss Caltrans' issues and concerns, and to agree upon the logistics for samples of work to be periodically, and randomly, evaluated and approved by Caltrans R/W staff.
6. Cost estimates must be completed in accordance with the most current, updated version of the State R/W Manual (including the January 16, 1998 "R/W Manual Change Transmittal") and federal regulations.
7. The consultant shall provide a R/W Data Summary for submittal, review, and approval by Caltrans District 7's R/W Division. Any revisions required, based on this review process, shall be at the consultant's expense.
8. The consultant shall also provide excel "worksheets" (both electronic and hard copy format) that clearly identify details regarding each potential property cost estimate.
9. Color, digital photographs (clearly labeled with address information and in both an acceptable electronic file and hard copy format) shall be provided of each potential property take.
10. Mapping showing R/W data shall include the following:
11. Proposed improvements
12. Property ownership
13. Assessors' parcel numbers (APNs)
14. Size of each parcel
15. Proposed R/W lines

16. Access control
17. Easements (permanent & temporary)
18. Significant property ingress modifications
19. Utilities
20. Railroad facilities

B. Public Input/Feedback

Public outreach for the project development document(s) will likely involve activities required for meeting state and federal environmental requirements. The consultant shall add results of the outreach efforts to the preliminary draft project development document(s) for input. The document(s) will be modified and finalized as needed to address comments received from the study committees, the PMT, and the public.

Task 13 - Deliverables:

1. **R/W Mapping, Data Sheets and Worksheet Information**
2. **Engineering Plans and Cost Estimates for project development documents(s)**
3. **Project development document(s)**

Task 14 - Study "Wrap up" Activities

Within sixty (60) days of final approval of the aforementioned Study products, the consultant shall provide all documentation on the entire Study history to the PMT, as described in the Project Management Plan.

As described in Task 1, the Project file shall be indexed in accordance with the Caltrans Project Development Uniform File System, and include a hard copy; a set of CD disks that includes digital CAD mapping, for each sponsoring agency in an acceptable electronic format; presentation materials, engineering plans; and all other products described and/or implied herein.

Task 14 - Deliverables:

1. **Project File Materials (e.g., hard copy, diskette, etc.)**

ATTACHMENT 1

Major Investment Study Guidelines

The following pages represent many of the typical topics evaluated in a Major Investment Study (MIS). It is recommended that the consultant review this list and incorporate, as appropriate, topics to include in proposal packages for the Corridor Study work.

(Based primarily on Training Program on Major Investment Studies, August 1996, prepared for the Federal Highway Administration and Federal Transit Authority by National Transit Institute and Parsons Brinkerhoff, Quade & Douglas, Inc.)

Inventory & Issues

I. Transportation Facilities and Services

A. Travel Patterns for Public Transportation and Highways

(Forecast year projections and comparison with current patterns)

1. Trip making (number of trips, purposes, orientation, lengths)
   - Work trip attraction from the corridor to downtown/suburban areas
   - Extent of "reverse commuting"
   - Non-home based travel between activity centers

2. Mode of travel (automobile, bus, rail, airplane)
   - Local vs. regional trips
   - Downtown vs. suburban trips
   - Work vs. non-work
   - "Captive" vs. "choice" riders (bus or rail)
   - Tourist related trips

B. Public Transportation

1. Operating characteristics
   - Coverage and hours of service
   - Route Structure
   - Roadways
   - Load Factors

2. Levels of service
   - Geographic coverage
   - Hours & Frequency of service
   - Travel times for selected interchanges and street intersections
   - Accessibility measures
   - Transferring
   - Reliability

3. Transit Ridership
   - Corridor-wide
   - Selected lines
   - To selected destinations

4. Revenues & operating deficit
   - Fare structure, "average" fare, & total revenues
   - Operating costs and deficit
   - Stratification's by service type (bus/rail, local/express) or jurisdiction

C. Highways (freeway and arterial street system)

1. Physical characteristics (alignments, number of lanes, capacities, etc.)

2. Traffic volumes and levels of service
   - Identify by total as well as by types of vehicles

3. Volumes of key facilities/links
   - Volume to capacity ratios
   - Levels of service and duration
   - Travel times for selected interchanges & intersections
   - Impacts of transit vehicle & truck operations on highways (freeway & local)

D. Parking

1. Park & Ride lots (current & planned lots, demand & capacity, etc.)

2. Parking for trucks (truck stops, etc.)

3. Business parking supply & price (downtown & other key locations)

4. Adequacy of existing/projected parking demand

E. Freight/Intermodal Goods Movement

1. Travel Patterns & Mode Split (ports, rail, trucks, airports)
   - Capacity and design constraints/network limitations
   - Operations/Maintenance/Safety Issues
   - Transportation Demand Management Issues (e.g., extending port operating hours to reduce truck traffic during peak periods)
   - New technology to increase efficiency
     - Electronic Data Interchange (EDI)
     - Automated Vehicle Identification (AVI)
     - Positive Train Control (PTC)
     - Global Positioning Systems (GPS)
2. Implementation of commercial vehicle/Intermodal border enhancements may be hampered by institutional breakdowns between Federal, State & Mexican

governments

3. Larger capacity & longer-range aircraft may result in air cargo carriers choosing airports outside of California for their overseas operations.
4. Funding constraints hampers implementation of automation technology enhancements, including, navigation surveillance, weather prediction system improvements & air traffic controller aids.

F. Other Elements of Transportation

1. Non-motorized Transportation
   - Bicycle lanes/paths
   - Pedestrian friendly & accessible (e.g. supports "livable community" concept)
2. Transportation System Management/Transportation Demand Management
3. Rehabilitation & Maintenance of Existing Facilities
4. New Technology

G. Transportation Plans

1. Local & regional improvements planned for the corridor (both highway & transit)
2. Short range, medium & long-range strategies for the corridor

II. Affected Environment, Analysis and Consequences

A. Visual & Aesthetic Features

1. Sensitive scenic resources, e.g., skyline, mountain vistas, ocean view
2. Description of areas where significant and incompatible visual changes would occur proximate to existing uses (residential, parklands, etc,)
3. Views interrupted by new transportation facilities
   - Identify visual changes
   - Identify affected land uses
   - Mitigation
4. Views from the new/improved transportation facilities

B. Land Use and Economic Activity

(Forecast year projections and comparison with current patterns)

1. Regional Summary
   - Existing land use patterns
   - Trends in population, employment, and economic activities
   - Historical absorption rates and trends for office, retail, and residential

2. Study Area
   - Existing land use patterns
   - Major activity sites
   - Land use plans, policies, and controls
   - Distribution of socio-economic characteristics
   - Trends in population, housing, employment, and activities
   - Historical absorption rates and trends for industrial, office, retail and residential

3. Neighborhoods
   - Historic development
   - Demographics (age, composition, income)
   - Sense of community
   - Community resources (schools, centers, community stores, etc.)
   - Location of neighborhoods relative to transportation improvements
   - Changes in "quality of life" (based on transportation improvements)
     - Displacements and land use changes
     - Traffic and parking
     - Noise and vibrations
     - Visual or physical intrusion of new transportation facilities
     - Mitigation
   - Barriers to social interaction (community fragmentation)
   - Safety and security
     - Transit operations
     - Auto traffic
     - Crime associated with transit stations
     - Mitigation

4. Business
   - Major trip generators and attractions
   - Types of business (existing, proposed)
   - "Feeding into" existing blight areas, brown fields & outdated facilities that are planned for major redevelopment
   - Other targeted major redevelopment areas

5. Land Use Impacts
   - Regional
   - Corridor
   - Station areas
   - Joint development

6. Impacts of Land Use Change
   - Consistency with planning and zoning
   - Services and tax base
   - Traffic and parking

7. Displacement and Relocation of Existing Uses
   - Residential displacement
     - Number of units affected
     - Characteristics of affected households
   - Business displacement
     - Size and type
     - Number of employees
     - Effect on the community
   - Public facilities and land
   - Transportation, communications and utilities
   - Use of vacant land

8. Relocation
   - Availability of relocation opportunities
   - Description of relocation assistance that would be offered
     - Financial assistance
     - Equity participation
     - Advisory services
     - Timing

C. Air Quality

1. Relevant pollutants
   - Summary of important transportation-related pollutants (CO, HC, NOx, PM10)
   - National Ambient Air Quality Standards (and State standards, if applicable)

2. Regional Compliance with the Standards
   - Attainment status of the region
   - Summary of relevant Transportation Control Measures from the State Implementation Plan
   - Air quality trends based on monitoring data & growth projections
   - Changes in emissions with project implementation
   - Microscale Carbon Monoxide Impacts
     - Line source (freeway and highway network)
     - Point source (park/ride lots, critical intersections)
   - Conformity with the State Implementation Plan

3. Identification of Sensitive Sites
   - Criteria for identification
   - Description of sites
   - Results from the monitoring program

D. Ecosystems

Assess if permits will be needed and if so, which regulatory agency permits, approvals, etc. are likely to be required. [Caltrans Env. Planning 7/11/00]

1. Existing Wildlife in Potentially Affected Areas
   - Summary of native wildlife
   - Threatened and endangered species
   - Critical habitat
   - Wildlife and waterfowl refuges and habitat (potential for fragmentation)
   - Wildlife corridors [Caltrans Env. Planning 7/11/00]

2. Existing Vegetation in Potentially Affected Areas
   - Summary of major plant communities
   - Extent of vegetation throughout the Study Area
   - Rare and endangered species

3. Assessment of Impacts to Flora and Fauna
   - Identify species potentially impacted and degree of impact
   - Describe coordination with resource agencies
   - Results of biological assessment (if needed)
   - Typical mitigation measures that may be appropriate (to be coordinated with Caltrans' Office of Environmental Planning) [Caltrans Env. Planning, 7/11/00]

E. Water Resources

1. Surface Water
   - Identification of beach area, rivers, culverts, etc.
   - Current water quality and State and Federal standards

2. Groundwater
   - Location of aquifer recharge areas
   - Significance

3. Floodplains
   - Location and geographic boundaries of 100-year floodplain
   - Function (support wildlife, plants, open space, outdoor recreation, agriculture, forestry, groundwater recharge, etc.)
   - Importance of these functions

4. Wetlands
   - Location and geographic boundaries
   - Function (flood control, erosion control, wildlife habitat, recreation, etc.)
   - Importance of these functions

5. Impact Assessment/Proposed Mitigation (to be coordinated with Caltrans' Office of Environmental Planning) [Caltrans Env. Planning, 7/11/00]
   - Water quality (turbidity, sedimentation, chemical pollutants, biota)
   - Consistency of water quality with State/Federal standards
   - Likelihood of aquifer contamination

- Impacts on floodplain functions
- Changes in risk of flooding
- Extent to which various transportation improvements may directly or indirectly induce floodplain development
- Mitigation

F. Energy

1. Identify potential impacts on energy consumption
2. Describe impacts, conservation potential of project implementation

G. Hazardous Wastes

1. Identify hazardous waste sites

2. Describe how these sites will be cleaned, etc., impacts, mitigation

H. Geotechnical

1. Describe geotechnical characteristics of the study area

2. Identify issues, impacts, and mitigation

I. Historic & Archaeological Resources

1. Applicable Legal and Regulatory Requirements
   - Description of national historic preservation process
   - Description of efforts to identify resources

2. Description of Resources in the Area of Potential Effects (site-by-site discussion)

3. Description of Likely Impacts on Historic Sites

4. Mitigation

J. Parklands

1. Applicable Legal and Regulatory Requirements
   - Summary of Section 4(f) process
   - Section 6(f) requirements

2. Description of Potentially Affected Sites (site-by-site discussion)
   - Size, owner, and location of boundaries
   - Function or use of the parkland
   - Access to the site and level of use
   - Proximity to transportation improvements

3. Likely Impacts to Parklands

4. Mitigation

K. Noise & Vibration

1. Noise Criteria for the Proposed Transportation Improvements
   - Local noise ordinances
   - DOT/HUD/EPA guidelines
   - APTA guidelines

2. Ambient Noise Conditions in Study Area
   - Identification of sensitive areas
   - Criteria for selection of monitoring sites
   - Ambient noise levels at sensitive sites
   - Characterization of noise and vibration levels

3. Noise and Vibration Assessments
   - Summary of method used in assessing noise and vibration
   - Estimated noise and vibration levels
   - Mitigation

III. Impacts/Mitigation During Construction of Transportation Facilities

Employ Best Management Practices

1. Transportation and Circulation
2. Displacements, Relocation and Restricted Access for Existing Land Uses
3. Neighborhoods
4. Air Quality (from construction and detours)
5. Noise and Vibration
6. Water (runoff during construction, permits needed)
7. Ecosystems (if impacted)

<u>Proposed Strategies, Programs & Projects</u>

I. List of Recommendations for Transportation Improvements

A. Intermodal & multi-modal solutions

B. Improving mobility & access for people & freight

C. Improving ingress/egress

D. Reducing congestion

E. Improving safety of all modes

F. Reducing air pollution

G. Reducing incursion of non-residential traffic into residential neighborhoods

II. Funding Considerations for Transportation Improvement Recommendations

A. Proposed Costs (and Potential Revenues) Associated with Each Improvement

1. Initial capitol costs

2. Potential operating & maintenance costs

3. Operating revenues
   - Transit fare box and non-fare box operating revenue sources

B. Proposed Schedule for Implementing Improvements

1. Neat term projects

2. Medium term projects

3. Long range projects

C. List by Type of Investment and Potential Funding Sources

1. Proposed capital intensive investments

2. Proposed operational improvements

3. Proposed technology related solutions

4. Potential funding sources (for planning and/or capital phase)
   - Local agencies
   - Regional agencies
   - State agencies
   - Federal agencies
   - Private sector funding sources
   - User fees
   - Transportation tax measures

III. Evaluate Recommendations

A. Perform a Cost/Benefit Analysis

1. Identify/discuss trade-offs
2. Measures of effectiveness
3. Cost-effectiveness analysis
4. Financial feasibility
5. Equity
6. Include public views regarding various options

B. Compare Environmental Impacts

(Overall impacts of transportation improvements on environment)

Community Outreach to Build Consensus

Throughout the MIS preparation process, efforts will be made to inform the public of MIS activities and receive public input regarding transportation problems and proposed solutions.

ATTACHMENT 2

Potentially Relevant Information

The following is a partial list of relevant studies and projects of the Corridor area and reference information that may be needed to successfully perform the Corridor Study.

Projects and Operational Improvements:

- Alameda Corridor (construction of this $1.5 billion rail corridor improvement project is complete)
- Alameda Corridor East (goods movement study completed from the Alameda Corridor through the Inland Empire – this effort focused on railroad grade separation needs only, not the full spectrum of corridor movement)
- SR-210 –opened to traffic from existing I-210 to I-15 in late November 2002 – section from I-15 to I-215 to be completed by 2006, thereby linking to I-10 at Redlands via the existing SR-210 (formerly SR-30) freeway.
- Expected completion of the SR-71 freeway in Los Angeles County to I-10
- Continued operation and expansion of Metrolink service on the Riverside and San Bernardino lines
- Implementation of the new Inland Empire Transportation Management Center (TMC)
- Extensive signal coordination efforts in the San Gabriel Valley and San Bernardino County
- Ongoing transit service enhancements and TDM efforts in the corridor

Studies:

- I-710 Corridor Study
- National I-10 Freight Corridor Study
- Four Corners Study (identifying transportation improvements in the subarea where the four counties converge – Los Angeles, Orange, Riverside, and San Bernardino – study complete, implementation of projects being monitored)
- SR-60 Exclusive Truck Lane Feasibility Study (study complete and project in RTP – awaiting further project development initiatives)
- SR-57/60 Interchange Major Investment Study
- I-15 Comprehensive Study from SR-60 north to the I-15 widening project in progress (study to be initiated in February 2003)
- Ontario International Airport Ground Access Study (to be initiated in Spring 2003)
- West Valley Truck Study (analysis of truck volumes and goods movement activity in the West Valley of San Bernardino County)

The consultant is responsible for seeking various other current or completed projects and studies involving the SR 60, I-10, I-210, and I-605 freeways, adjacent highways, bus and rail transit system, and goods movement. For instance, the LADOT's Study of the South Central Area should be reviewed for detailed goods movement information within this area.

<u>Other Potentially Relevant Sources of Information:</u>

Environmental documents

Project Study Reports and other engineering reports
General Plans, congestion Management Program
Other transportation and use planning and programming documents
Committed and planned transportation improvements
Government policies
High Occupancy and Vehicle (HOV) guidelines
Local standards and guidelines
Data on trucks and freight
Goods movement data, e.g., commodity flow data
Existing and proposed Intermodal facilities
Trends in truck and rail freight movement in the region and corridor
Transit information on commuter rail, urban rail
Transit information on express bus, local bus, and shuttle services, etc
Existing data on operational characteristics of freeway and local roadways, e.g., locations where at grade freight and /or passenger train crossings significantly impact mobility.
Travel demand forecast data
Recent Traffic counts, Level of Service data, etc.
Accident data on freeway and arterials
Vehicle occupancy data
Existing and forecast land use data
Socioeconomic data, including special generators
Maps and Aerial photography
Survey control data and maps
Materials Reports
Pertinent correspondence

GIS data
Topographic maps (CADD maps)
Right-of-way maps for State highways and local roadways
As-built plans
Contract plans
Geotechnical information

ATTACHMENT 3

Additional Requirements

The following represents many of the standard Terms and Conditions for similar work performed for the State and should be considered within the consultants Project Management Plan in executing the scope of work:

- The data, documents, reports, plans, and estimates will be reviewed by the Project Manager/Caltrans technical staff for conformity with Caltrans Design Standards and other applicable guidelines, policies and procedures. The views as stated above do NOT include detailed review of checking of design of major component and related derails or the accuracy with which such designs materials of equipment of single or sole source origin without written approval of Project Management.

- Technical reports and studies shall include, but not be limited to, advance planning studies, geometric design strategies, traffic reports, material information, hazardous waste sites assessments, conceptual and preliminary environmental reports, and fact sheets.

- The page identifying prepares of engineering reports and each engineering drawing, shall bear the professional seal, certificate number, registration classification, expirations date of the certificate and signature of the professional engineer(s) responsible for the preparation. Environmental reports not requiring engineering service need not be so identified.

- Contractor shall designate a Surveys Manager who will coordinate the Contractor's surveying operations. The Survey Manager shall be responsible for all matters related to the Contractor's surveying operations, but shall work and coordinate through the Contractor's Project Manager.

- Contractor shall apply for an Encroachment Permit prior to entering the State Highway right-of-way for field checking of existing conditions or for any other purpose. Caltrans shall issue the Encroachment Permit to the Contractor at no cost.

- All elements of the project shall be considered for least cost strategy analysis (value engineering) throughout the development of the proposed project. Also, Contractor to include in PSR documents an incremental cost benefit analysis for the various proposed improvements.

- Contractor to prepare a minimum project strategy and identify modular segments.

- Contractor shall implement and maintain the following quality control procedures during the preparation of reports and documents relating to this Project. Contractor shall have quality control plan in effect during the entire time work is being performed under the project contract. Local or state officials and Project Management may request evidence that the quality control plan is functioning.

- Contractor shall establish a local office within 30 miles of downtown Los Angeles or will make other acceptable arrangements to facilitate review of the Contractor's work by Project Management and insure accessibility of interested agencies and the public.

Attachment 2

PROPOSAL INFORMATION, ORGANIZATION AND CONTENT

RFP No. 03-049

All proposals shall contain, at a minimum, the following information:

LETTER OF TRANSMITTAL

- A brief statement of the respondent's understanding of the work to be done and a positive commitment to perform the work within the required time period.

- Identification of the respondent's cost and fee rate and an estimation of the level of effort required to perform the work.

- A list of the names of the individuals authorized to make representations for the respondent, their titles, addresses, and telephone numbers.

TITLE PAGE

An indication of the RFP number and project title; a list of all team members (prime and any subcontractors); local address and telephone and fax number of the prime; name and e-mail address of the prime's primary contact person; and date of the proposal. The provision of a current e-mail address for the prime's primary contact person is critical.

TABLE OF CONTENTS

A clear identification of the material, by section and page number.

TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and sensitive key issues.

- The technical approach for performing the study includes a detailed Scope of Work along with a program for executing the requirements and objectives of the project. A description of the technical approach to be followed for each major task or activity proposed to be performed and annotated outlines of the proposed final report (as applicable) are to be included.

- A discussion of the difficulties expected or anticipated in performing the study, along with a discussion of how the respondent proposes to overcome or mitigate against those difficulties.

- A detailed schedule for completion of the work, including performance and delivery schedules

indicating phases or segments of the project, milestones, and significant events.

- A statement of the extent to which the respondent's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the respondent would modify the project, schedule, and/or cost to better meet these objectives without exceeding the stated budget amount.

PROFILE OF RESPONDENT

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.

- The location and telephone number of the office from which the work is to be done.

- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals.

FEE STRUCTURE/FINANCIAL FORM

- A completed line item budget (see Attachment 5).

- A budget summary by task.

REFERENCES

A list of at least three references, including the names of contact persons within the firms.

SCAG STANDARD CONTRACT LANGUAGE

Respondents should familiarize themselves with the terms and conditions of SCAG's standard contract language by reviewing the sample SCAG contract posted on-line at www.scag.ca.gov/business/. Respondents must identify in their proposal any concerns or objections they would have with any of the contract terms and conditions if selected for contract award.

Aside from proposal content, respondents should also be aware of the following:

PERIOD OF PERFORMANCE

The maximum period of performance for this contract is 36 months, which is subject to available funding and satisfactory performance. Cost proposals should be prepared for the entire 36-month period, but broken out into three 12-month increments.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

It is SCAG's policy to make it known that Disadvantaged Business Enterprises (DBEs), as defined in 49 Code of Federal Regulations, Part 26 are strongly encouraged to apply. Firms wishing to get credit for DBE status must be certified at the time of proposal submission. If you are a certified DBE, you must include a copy of your certification with your proposal. For those vendors/ consultants located within the southern California region, certification must be either from the Department of Transportation (Caltrans), the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport Authority, or the Orange County Transportation Authority.

PROPOSAL SUBMISSION

The original should be clearly marked/stamped as such. The original and **10 copies** shall be received by SCAG by 3:00 PM (Pacific) on June 26, 2003, to the attention of Anthony M. Piunno, Jr., Senior Contracts Administrator, at the address that follows:

Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017

All submissions are considered a matter of public record.

SELECTION PROCESS

- Proposals will be ranked in accordance with the criteria described in Attachments 3 and 4.

- Respondents may be brought in for interviews.

EVALUATION OF PROPOSALS

Proposals will be evaluated according to the following criteria, which are listed according to their relative weight in the evaluation process:

1. **Technical Approach**
   a. Overall Responsiveness
   b. Related Experience
2. **Consultant Firms**
3. **Project Management**
   a. Staff Qualifications
   b. Project Organization
   c. Reasonableness of Schedule and Budget

4. **Costs**
5. **Reasonableness of Schedule**
6. **DBE Participation**
7. **References**

NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Offerors have the right to protest the contract award in compliance with SCAG's *Policy on Contract Award Protests*, which can be viewed online at www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Deputy Director within five working days after posting of the Notice of Intent to Award. No verbal protests will be accepted. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Deputy Director via both certified mail and fax using the following address and fax number:

Deputy Director
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017
213.236-1825 fax

The contract award is held up when SCAG's Deputy Director receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Deputy Director has rendered a decision.

BUDGET PARAMETERS

Any proposal exceeding the budget specified in this RFP will not be accepted. The total available budget for this project is as follows:

Total budget: Not to exceed $6,000,000 over a three year time period.
Applicable work element #: 03-121.SCGC1

Please Note: Funding for this project is contingent upon availability at the time of contract award. SCAG is not responsible for any costs or expenses incurred in the preparation of your proposal.

MISCELLANEOUS

- Debriefings will not be provided by SCAG.
- SCAG reserves the right to reject any and all proposals submitted and to request additional information.
- The contract for this work will be awarded to the firm that the selection committee deems best qualified.
- All applicable documentation must be fully executed by each bidder.

- Every proposal submitted is considered a firm offer that must be valid for a minimum of 90 calendar days.

Attachment 3

PROPOSAL EVALUATION FORM

RFP No. 03-049

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
I. TECHNICAL APPROACH Project Understanding & Approach • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan	**30**		
II. CONSULTANT FIRMS: • Prime Consultant: • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • Sub-Consultants: • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study	**25**		
III. PROJECT MANAGEMENT **Project Team:** **(Total hours: _____)** • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals	**20**		
IV. COSTS (Total contract cost):$_____ • Realistic cost in relation to total hours • Total cost within allocated budget	**10**		
V. REASONABLENESS of SCHEDULE • Total time allocated for each task is realistic • Logical & realistic timing of each task	**10**		
VI. DBE PARTICIPATION	**5**		
VII. REFERENCES • Similar projects completed on time and within budget	**Pass/ Fail**		
TOTAL	**100**		

Name of Evaluator (print): _____ **Date: _____**

Signature of Evaluator: _____

Agency: _____

Attachment 4

INTERVIEW EVALUATION FORM

RFP No. 03-049

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
I. TECHNICAL APPROACH Project Understanding & Approach • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan	**30**		
II. CONSULTANT FIRMS: • Prime Consultant: • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • Sub-Consultants: • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study	**25**		
III. PROJECT MANAGEMENT **Project Team:** **(Total hours: _____)** • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals	**20**		
IV. COSTS (Total contract cost):$_____ • Realistic cost in relation to total hours • Total cost within allocated budget	**10**		
V. REASONABLENESS of SCHEDULE • Total time allocated for each task is realistic • Logical & realistic timing of each task	**10**		quick
VI. DBE PARTICIPATION	**5**		
VII. REFERENCES • Similar projects completed on time and within budget	**Pass/ Fail**		
TOTAL	**100**		

Name of Evaluator (print): _____ **Date: _____**

Signature of Evaluator: _____

Agency: _____

Attachment 5

CONTRACT BUDGET EXPLANATORY INFORMATION

RFP No. 03-049

The sample line item budget on the following page reflects the most common format used to present budget or compensation information in contracts for planning services. Under this format, the consultant is compensated for its costs, plus given a fixed fee. All consultant (and subcontractor) costs must be allowable and consistent with Federal cost principles (see term VII, paragraph F of the MPO/Consultant Contract Boilerplate). Please be aware that the cost-plus-a-percentage-of-cost bid method, where the consultant's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules.

In reviewing the sample line item budget, the following should be considered:

--Under direct labor, it is preferable to identify professional staff by both name and position. Such a format ties the level of effort to the staff actually responsible for the project.

--Direct labor and fringe benefits must be shown as separate dollar amounts.

--There are no provisions in the contract budget for contingency fees.

--The salary rate quoted should be the highest rate of compensation the staffer/position is expected to receive during the life of the contract. Expected merit or cost-of-living increases should be incorporated into the quoted rate.

All consultants must prepare and submit a line item budget using the <u>exact</u> format shown on the following page, or may risk having their proposal disqualified. Furthermore, for any proposal with a total contract value of $250,000 or more, any subcontractor whose portion of the work is $25,000 or more must also prepare and submit their own line item budget as part of the proposal.

SAMPLE LINE ITEM BUDGET

Consultant: Planning Horizon Services
1234 Front Street, Suite 100
Main Street, CA 95814-2100

RFP No. 03-049

Project: Eastern Gateway Freeway Corridor

DIRECT LABOR

Staff	Hours	Rate[1]	Amount
A. Adams, Project Manager	100	$30.00/hr.	$ 3,000
B. Brown, Project Leader	1,000	$24.00/hr.	$ 24,000
C. Charley, Project Technician	1,000	$20.00/hr.	$ 20,000
Clerical support (direct charges)	250	$12.00/hr.	$ 3,000
SUBTOTAL – DIRECT LABOR	2,350		$ 50,000

[1] Direct Labor rates must be traceable to current payroll records.

OVERHEAD AND FRINGE BENEFITS[2]

Direct Labor Overhead (as determined from company records)	$ 40,000
Fringe Benefits (as determined from company records)	$ 15,000
SUBTOTAL – OVERHEAD AND FRINGE BENEFITS	$ 55,000

[2] Many items that are normal business practice costs and tax deductible are not allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR 18.36 and OMB-87.

TOTAL DIRECT LABOR, OVERHEAD, AND FRINGE BENEFITS **$105,000**

FIXED FEE[3] (rate should be consistent with other billings for similar services) **$ 10,500**

[3] Fixed Fee is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subcontractors/Subconsultants.

SUBCONTRACTORS[4]

Subcontractor	Hours	Rate	Amount
Choo-Choo Engineers	1,000	$30.00/hr.	$ 30,000
Overhead and Fringe (50%)			$ 15,000
Subtotal			$ 45,000
Fixed Fee (10%)			$ 4,500
Total Choo-Choo Engineers			$ 49,500
W. Water, Environmental Consultant	100	$36.00/hr.	$ 3,600
SUBTOTAL – SUBCONTRACTORS	1,100		**$ 53,100**

[4] All subcontractors whose portion of the total contract is valued at $25,000 or more must break out their costs above in the same format as has been done for Choo-Choo Engineers.

OTHER DIRECT COSTS (ODCs)[5]

Graphics development	$ 2,500
Postage	$ 100
Printing	$ 1,000
Telephone (long distance)	$ 200
Travel (local)	$ 200
Parking	$ 75
SUBTOTAL – OTHER DIRECT COSTS	**$ 4,075**

[5] ODCs must be fully documented and included with invoices during the contract period of performance. If contract is subject to a pre-award audit, support for these ODCs will be reviewed similar to that done for Direct Labor, Overhead, and Fringe Benefits.

TOTAL CONTRACT COST[6] **$172,675**

[6] Contracts less than $250,000 MAY require a pre-award audit; those at $250,000 or more WILL require a pre-award audit.

Attachment 6

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION

RFP No. 03-049

All persons or firms, including subcontractors, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;

has not been suspended debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

_____
Name of Firm

_____
Signature (original signature required)

_____
Date

Attachment 7

SCAG CONFLICT OF INTEREST FORM

RFP No. 03-049

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts valued at $25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at $25,000 or more. Failure to comply with this requirement may cause your contract proposal to be declared non-responsive.

In order to answer the questions contained in this form, you will need to review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at **www.scag.ca.gov**. The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: _____

Project Name or Description: _____

RFP Number: _____

Date Submitted: _____

Preparer's Name: _____

SECTION II: QUESTIONS

1. Does your firm have any existing relationships with employees of SCAG or members of the SCAG Regional Council that could be construed as involving "conflicts of interests" (i.e., financial interests) within the meaning of the SCAG Conflict of Interest Policy, or which would give rise to a conflict if your firm becomes a recipient of a contract with SCAG?

   _____ **YES** _____ **NO**

   If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the relationship:

Name	**Relationship**
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve months?

_____ YES **_____ NO**

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your contract proposal?

_____ YES **_____ NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. In the last twelve months, have you or any members of your firm been a business partner of, employed, or been about to employ an employee of SCAG or member of the SCAG Regional Council?

_____ YES **_____ NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contributions (including political contributions) or gifts to any current employee of SCAG or member of the SCAG Regional Council?

_____ YES **_____ NO**

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the selected firm.

Project Name or Description:_____

RFP Number:_____

DECLARATION

I, (printed full name) _____, (Social Security Number; optional) _____ hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

_____ _____

Signature of Person Certifying for Selected Firm Date

(Original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

Attachment 8

SCAG Vendor/Consultant Application Materials

TO: Prospective Vendors/Consultants

SUBJECT: Incorporation of Vendors and Consultants into SCAG's Management Information System

All companies and individual consultants doing business or interested in doing business with the Southern California Association of Governments (SCAG) must have an account created in SCAG's vendor and consultant database. By including all of our vendors and consultants in the database allows for more expeditious business transactions.

To ensure that there is an account for you in the system, please complete both the enclosed SCAG Vendor/Consultant Application Form (2 pages) and the Commodity Code/Consultant Profile (3 pages). **Please be sure to check all boxes of the Commodity Code/Consultant Profile that apply to your company's particular business interests or areas of expertise.** Feel free to use the "Other" option and write in your own detailed description if none of the codes fully capture the essence of your work. For commodity code definitions, please refer to the attached Description of Potential Technical Service Needs.

Please remember to indicate your Federal Tax Identification Number (TIN). If you are not incorporated and are a 1099 company, please provide your 1099 Tax Reportable Name, as well as either your TIN or Social Security Number (SSN).

When finished, please fax **all five pages** to JoAnn Armenta/Central Files at (213) 236-1964. Or, mail your completed application materials to:

JoAnn Armenta/Central Files
Southern California Association of Governments
818 W. Seventh Street, 11th Floor
Los Angeles, CA 90017-3435

Questions regarding the application materials should be directed to Sandee Scott at (213) 236-1974 or Laura Aguilar at (213) 236-1922.

Again, if you wish to be included in SCAG's vendor and consultant database, **all five pages** of the application materials must be completed and returned by your company.

Sincerely,

Sam Mehta
Manager of Contracts

Attachments: SCAG Vendor/Consultant Application Form
Commodity Code/Consultant Profile
Description of Potential Technical Service Needs

SCAG Vendor/Consultant Application Form
(please print clearly)

Name of Company:_____

Address:_____

City:_____State:_____Zip Code:_____

Federal Tax Identification Number (TIN):_____

Primary Point of Contact:_____

Title:_____

Telephone Number:_____

Fax Number:_____

E-mail Address:_____
(Please give careful consideration to the e-mail address provided. It will be used to notify your company of relevant Invitations for Bid, Requests for Proposals, etc. The email address listed should be that of someone who typically handles bids and proposals for your company.)

Company Web site Address:_____

_____

PAYMENT ADDRESS (IF DIFFERENT FROM MAILING ADDRESS ABOVE)

Payment Name:_____

Address:_____

City:_____State:_____Zip Code:_____

Telephone Number:_____

Fax Number:_____

E-mail Address:_____

Does your firm require a 1099 (circle one)? YES NO

If "yes," provide Social Security Number or Tax ID Number:_____

Is your firm a Disadvantaged Business Enterprise (DBE), as defined in Title 49, Part 26 of the Code of Federal Regulations (circle one)? YES NO

If you are a certified DBE, please provide a copy of your certification with this completed application form. For those vendors/consultants located within the Southern California region, certification must be either from the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport, or the Orange County Transportation Authority (OCTA). If you have been certified by an agency other than one of these four, we will forward your current certification to Caltrans for verification before SCAG can accept it.

If you believe you qualify as a DBE but are not certified, you may want to contact one or more of the following agencies to initiate the certification process:

DEPT. OF TRANSPORTATION (CALTRANS)
DBE Certification Unit
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605
Phone: (866) 810-6346 Fax: (916) 324-1862
http://www.dot.ca.gov/

ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)
Small Business Programs
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: (714) 560-5620 Fax: (714) 560-5792
www.octa.net

CITY OF LOS ANGELES
Office of Contract Compliance
600 South Spring St., Suite 1300
Los Angeles, CA 90014
Phone: (213) 847-6480 Fax: (213) 847-5566
http://www.lacity.org/bca/

COUNTY OF ORANGE JOHN WAYNE AIRPORT
3160 Airway Avenue
Costa Mesa, CA 92626
Phone: (949) 252-5175 Fax: (949) 252-5225
http://www.ocair.com/

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA)
Small Business Diversity and Labor Compliance
One Gateway Plaza
Los Angeles, CA 90012
Phone: (213) 922-2600 Fax: (213) 922-7660
www.mta.net

Should you have any questions when completing your certification application, you can contact Triaxial Management Services at (310) 537-6677. Triaxial offers free consultation support to firms interested in highway construction projects and related contracts involving Federal funding.

Name (Please Print) _____

Signature _____
(Original signature required)
Title:_____
Date:_____

Commodity Code/Consultant Profile

General Goods & Services

Check	NIGP	Description
	60001	Painters
	60007	Electrical
	60008	Plumbing
	60009	Small General Contractors
	60012	Architects, Engineer
	60016	Security Systems
	60017	H V A C Contractors
	60030	Sound Systems And Electronics
	60102	Postage & Courier Services
	60102.1	Postage Machines
	60104	Memberships(Professional)
	60105	Subscriptions (Periodicals)
	60200	Computer Hardware
	60201	Computer Software
	60202	Computer Supplies
	60203	Computer Services
	60204	Telecommunications
	60233	Appliances
	60400	Audio Visual Equipment
	60401	Audio Visual Supplies
	60402	Video Equipment
	60545	Moving & Storage
	60637	Lease - Equip
	60637.1	Lease – Building
	60638	Maintenance Agreement
	60640	Copiers/Mimeo/Dupl.
	60670	Furniture--Office/Co
	60700	Typewriters & Supplies
	60701	Office Machines, Fax
	60702	Office Machine Supplies
	60710	Stationery Supplies
	60720	Paper, Fine
	60730	Trophies & Awards
	60863	Temporary Staffing
	60875	Registrations (Training & Seminars)
	61000	Office Supplies

Consulting

Check	NIGP	Description
	91804	Accounting/Auditing/Budget Consulting
	91804.1	Organizational, Financial and Performance Audits/Project Management Services
	91806	Administrative Consulting
	91806.1	Administrative Services
	91812	Modeling-Analytical Studies and Surveys
	91812.1	Survey & Data Collection
	91812.2	Travel Demand Model Improvement
	91812.3	Geographic Information System
	91812.4	Software Support for Studies and Surveys
	91812.5	Regional Data Systems
	91817	Aviation Consulting
	91826	Communications: Public Relations Consulting
	91828	Computer Hardware Consulting
	91828.1	Computer Service Center
	91829	Computer Software Consulting
	91829.1	Information Systems
	91829.2	Unix Systems Support
	91829.3	Macintosh Computer Technical Support
	91837	Economy Analysis Consulting
	91838	Education and Training Consulting
	91840	Employee Benefits Consulting
	91843	Environmental Consulting (NEPA & CEQA w/environmental impact report)
	91846	Feasibility Studies (Consulting)
	91849	Finance/Economics Consulting
	91858	Governmental Consulting
	91858.1	Government Relations
	91858.2	Institutional Analysis
	91863	Housing Consulting
	91865	Human Relations Consulting
	91866	Human Resources Consulting
	91866.1	Executive Search
	91866.2	Insurance Broker Services
	91874	Legal Consulting
	91874.1	Legislative Services
	91874.2	Alternative Dispute Resolution
	91875.1	Organization & Staff Development
	91875	Management Consulting
	91876	Marketing Consulting (Surveys, Public opinion polling, market analysis)

Consulting (cont.)

Check	NIGP	Description
	91876.1	Social Economic Impact Analysis
	91876.2	Social Justice/Equity Analysis
	91879	Minority and Small Business Consulting
	91883	Organizational Development Consulting
	91885	Personnel/Employment Consulting
	91892	Urban Planning Consulting
	91892.1	Grow th Visioning Planning
	91893	Security/Safety Consulting
	91894	Traffic Consulting
	91895	Telecommunications Consulting
	91896	Transportation Planning Consultant
	91896.1	Highw ay Corridor Analysis
	91896.2	Rail Planning & Analysis
	91896.3	Transit & Non-motorized Planning & Analysis
	91896.4	Transportation Management & Coordination
	91896.5	Truck Lane Analysis/Goods Movement
	91896.6	Transportation Financing
	91896.7	Transportation & Economic Development
	91896.8	Transportation Investment Analysis
	91896.9	Transportation Modeling Support
	91896.10	Rideshare Contractor and Rideshare Softw are Support
	91897	Gas, Water, Electric Consulting
	91897.1	Air Quality Planning & Modeling
	91897.2	Water Supply Analysis
	90640	Graphic Design (Services)
	90640.1	Imagesetting
	90640.2	Premium/Promotional Items
	96600	Printing & Related Services (Typeset/Print/Layout)
	90868	Project Management
	96115	Catering & Concessions (Vending: Mobile & Stationary)
	96115.1	Coffee & Tea Service
	96115.2	Bottled Water
	96175	Translation Services
	96618	Copying Services (Reproduction)
	91528	Mailing Services & Electronic Information (Fulfillment Services)
		Other (describe here): _____ _____

DESCRIPTION OF POTENTIAL TECHNICAL SERVICE NEEDS

Transportation Planning - 91896

Transportation planning experience including non-motorized, transit, highways, aviation and engineering (related to transportation policy/planning), and advanced technology. Ability and experience in conducting highway and transit network analysis and modeling and drawing conclusions from the analysis. Experience in conducting analysis of new transportation technologies. Experience in transportation demand management planning.

Institutional Analysis – 91858.2

Understanding and experience in analyzing and developing governmental mechanisms for establishing joint powers agreements and cooperative financial arrangements, i.e., Memorandum of Understanding, mitigation contracts, mutual service agreements, etc.

Finance/Economics Consulting - 91849

Experience and knowledge of uniform cost estimating, financial forecasting and the ability to perform financial analysis of alternative proposals particularly in the areas of transportation, housing, commercial, industrial and public facilities.

Surveying, Public Opinion Polling and Market Analysis - 91876

Experience and knowledge in developing survey questionnaires, ascertaining specific survey methodologies and sample sizes, and administering public opinion, attitudinal, and behavioral characteristic surveys. Experience in cost and price, service and market demand assessment particularly in areas relating to transportation services. Experience in conducting focus groups.

Social Economic Impact Analysis – 91876.1

Experience in applying input/output model to analyze the social economic impacts of SCAG policies, plans, and programs.

Social Justice/Equity Analysis – 91876.2

Experience in assessing tax burdens, policy/plan impacts/costs/benefits and their allocations among income/ethnic/age/gender etc. groups.

Economic Analysis Consulting – 91837

Experience in examining and reporting on the Southern California economy and constructing/developing model to assess how business will respond to public policies.

Growth Management Planning – 91892.1

Experience in generating growth management strategies, and in investigating, writing reports and working with cities and committees on this subject.

Growth Visioning Planning – 91892.1

Experience in coordination and development of a growth visioning plan from a regional and sub regional perspective. Consultants must demonstrate expertise in simultaneous levels of performance with conceptual understanding of the complexities of such a plan.

Environmental Analysis - 91843

Environmental planning analysis including impact analysis and the development of mitigation measures, with experience in preparing EIR/EIS for complex transportation projects and technical development proposals. Firms experienced in Air Quality Modeling & Analysis, Noise modeling & Analysis, NEPA, CEQA, Clean Water Act (CWA) section 401 & 404, Environmental Impact Report, Endangered Species Act (ESA), Aviation Planning, Air Space Study & Aviation Regulations.

Information Systems – 91829.1

Experience in one or more of the following areas including design and development of complex software products, data base design, and web site design and programming.

Regional Data Systems – 91812.5

Ability and experience in the following areas including development of small area (census tract and transportation analysis zones) forecasts and estimate methods, development of Geographic Information System ARC INFO topologies and related data bases from aerial photography and planning maps, development of site specific employment files. Ability to provide employer site file with employment estimates and individual code identification of all work sites.

Transportation Modeling Support – 91896.9

Firms experienced in travel demand models, experienced in travel surveys, and software related to travel demand models. Firms familiar with the transportation planning process. Firms experienced with GIS interface, trip generation, trip distribution, mode choices and traffic assignment, impact analysis, GIS Arcview, Arcinfo, database management, GIS web applications, and GIS database,

Unix Systems Support – 91829.2

Unix systems administrations, system programming, software development, and software maintenance.

Rideshare Contractor and Rideshare Software Support – 91896.10

Consultant performs systems analysis and software development services for the Information Services Department, Rideshare Operation to maintain and enhance existing carpool matching and transit itinerary software.

Support Services

Assistance in Providing the Following Operational Administrative Services – 91806.1:

Including Word Processing, Reproduction, Data Entry and Verification.

Assistance in Developing Data Base Computer Programs in Support of SCAG's Management Information Systems – 91829.1

Architect/Engineering Services - 60012

Office space planning and construction.

Graphic Support Services - 90640

Provide freelance graphic designers and production artist for purpose of staffing Graphics Unit during overload periods or when regular staff is out due to vacations, sick leave or personal days. Projects include publications, maps and presentations. Must be knowledgeable in major Macintosh Graphics programs including Illustrator, Quark and PhotoShop.

Macintosh Computer Technical Support – 91829.3

Provide technicians to troubleshoot conflicts/problems with software and hardware for (5) Macintosh workstations and a main server for the Graphics Unit. Must be able to set up new workstations, install new software and make recommendations for upgrades/enhancements. Must be available on short notice.

Printing Services - 96600

High quality offset lithography printing of publications including newsletters, posters, brochures, premium items, letterhead, envelopes, business cards, reports, presentation folders to name a few. Vendor must be able to accept digital files from the Macintosh. Computer to plate or Direct to Plate print proofing preferred (this process avoids costly film or matchprint proofing).

Premium/Promotional Items – 90640.2

Provide imprinting of graphics on premium items for special events or promotions. Some of these items include cups, mugs, t-shirts attached cases to name a few. Vendor must also supply product for imprinting.

Imagesetting – 90640.1

Vendors to provide 35 mm slide output, Iris Prints and large digital scans of artwork. Other services include Film Processing, Award Plaque production, Framing, Photo shoots-freelance photographer, Mounting/Lamination of Posters, and Royalty-free Stock Photos

Legislative Services – 91874.1

Experience with legislative analysis and advocacy particularly at the State and Federal level.

Government Relations – 91858.1

Experience working with elected officials and staff in information exchange and policy development.

Public Communications - 91826

Experience and knowledge in the techniques of effective public communications and designing collaborative outreach programs for specific work effort.

Organization and Staff Development - 91883

Services in staff development and training including managerial strategic planning, organizational analysis, individual and group coaching/interventions and onsite custom seminar planning in a variety of areas including communication, interpersonal skills, wellness, personal development, and technical skills. Experience in the public sector is desirable.

Organization, Financial and Performance Audits/Project Management Services – 91804.1

Experience in preparing annual audit reports and recommendations relative to organizational effectiveness. Requires knowledge of preparing reports pursuant to A-133 and Single Audit Reports to the Federal Government. Experience and knowledge with computerized accounting systems used in governmental entities. Experience in providing assistance in managing projects.

Human Resources Planning - 91866

Experience, particularly with public agencies, in classification compensation and benefits analysis, performance management, and related areas.

Legal Services – 91874.1

Ability to provide legal services with particular emphasis on long-range planning in the areas of transportation, housing planning, and environmental review. Knowledge and experience in dealing with Federal and State laws in these areas.

General experience and knowledge in the legal operation issues in public agencies in California, including, but not limited, to personnel and contracts.

Alternative Dispute Resolution – 91874.2

Provide alternative dispute resolutions services, including convening, mediation and negotiated rulemaking for public policy issues.

Computer Service Center – 91828.1

Assistance in managing our Computer system. Experience with Novell and AIX systems. Computer Hardware, Software, Training, and Maintenance services.

Executive Search – 91866.1

Conduct high level executive recruitment. Public sector experience required.

Insurance Broker Services – 91866.2

To provide broker of record services for the agency in the areas of comprehensive health and welfare benefits, workers' compensation, property and liability, Public Officials, and Employment Practices Liability.